



Housing Authority of the
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

HOUSING COMMISSION AGENDA

Special Meeting: July 20, 2016

Time: 8:00 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541

The public is welcome at all Housing Commission meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Commission on an agenda item or on business introduced by the Housing Commission may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Housing Commission's jurisdiction may be addressed.

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.

The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, July 14, 2016, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

AMERICANS WITH DISABILITIES: In compliance with the Americans with Disabilities Act, if special assistance to participate in this meeting is needed, please contact the Housing Authority office at (510) 727-8511. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.

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HOUSING COMMISSION AGENDA (CONTINUED)

Special Meeting: July 20, 2016

Time: 8:00 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541

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ELECTION OF OFFICERS

July 20, 2016

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect Officers to the Chairperson and Vice Chairperson Positions for FY
2016-2017

DISCUSSION

In accordance with the Commission's bylaws, your Commission must elect, by a majority vote, a Chairperson and Vice-Chairperson for a term of one (1) year. At the June meeting, your Commission appointed Commissioners Biddle and Gerry as the Nominating Committee.

The Nominating Committee will formally present the candidates that they recommend for the Chairperson and Vice-Chairperson positions and an election will be held. The newly-elected officers will take their seats immediately and the newly-elected Chairperson will chair the meeting.

MINUTES

June 8, 2016



**HOUSING COMMISSION MINUTES
REGULAR MEETING: JUNE 8, 2016
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Biddle called the meeting to order at 8:03 a.m.

Roll Call

Present: Cmr. Asher, Bacon, Biddle, Gacoscas, Gerry, Hannon, Iosefa, Maass, Peixoto and Steiner

Excused: Cmr. Cox Entered after Roll Call: Cmr. Buckholz

2. APPROVAL OF THE MINUTES OF THE MAY 11, 2016 HOUSING COMMISSION MEETING

Recommendation: Approve the minutes of the May 11, 2016 Housing Commission meeting as presented.

Motion/Second: Hannon/Steiner.

Ayes: 9; 1 abstention: Cmr. Gerry; 1 not present for the vote: Cmr. Buckholz.

Motion passed. **APPROVED AS RECOMMENDED.**

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

4-1. RESOLUTION NO. 07-16: APPROVING 401(h) ACCOUNT PURSUANT TO SECTION 31592 OF THE COUNTY EMPLOYEE RETIREMENT LAW (CERL)

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that the contribution to the Alameda County Employees' Retirement Association (ACERA) to fund HACA's 401(h) subaccount for the fiscal year beginning July 1, 2016 is \$182,235.10.

Recommendation: Adopt Resolution No. 07-16 approving a contribution to the Alameda County Employees' Retirement Association in the amount of \$182,235.10 to fund HACA's 401(h) subaccount for the fiscal year beginning July 1, 2016.

Commission Discussion: Cmr. Hannon asked if HACA's contribution amount increases every year. Ms. Gouig indicated that it does and that staff budgets for this contribution each year.

Motion/Second: Steiner/Asher.

Ayes: 10; 1 not present for the vote: Cmr. Buckholz.

Motion passed. **APPROVED AS RECOMMENDED.**

4-2. ACTION: EMERY GLEN EXTERIOR IMPROVEMENTS: CHANGE ORDER TO CONTRACT WITH CNW CONSTRUCTION, INC.

Christine Gouig presented the staff report. Ms. Gouig reported that a contract in the amount of \$207,600 was awarded to CNW Construction, Inc. (CNW) for the exterior renovation project at the Emery Glen housing development in Emeryville. She explained that the project involves correcting defective work and completing incomplete work of the previous contractor who worked on this project. Ms. Gouig described the deficiencies that were discovered, the work that is required to correct these deficiencies and the work that CNW has completed thus far. She recommended that the Commission approve a change order to the contract with CNW.

Recommendation: Authorize approval of Change Order #1 to Contract No. HACA 2013-03A with CNW Construction, Inc. in an amount not to exceed \$186,739.

Commission Discussion: Chairperson Biddle and Ms. Gouig discussed the project's estimated completion date.

Motion/Second: Asher/Gacoscos.

Ayes: 10; 1 not present for the vote: Cmr. Buckholz.

Motion passed. **APPROVED AS RECOMMENDED.**

4-3. ACTION: ELECTRONIC CONTENT MANAGEMENT: CHANGE ORDER TO CONTRACT WITH NEKO INDUSTRIES

Christine Gouig presented the staff report. Ms. Gouig described the housing software system that HACA is currently using and explained that because this software no longer meets all of HACA's needs a contract for new housing software was awarded to Tenmast Software in March 2015. She also described HACA's Electronic Content Management (ECM) document imaging and workflow system. Ms. Gouig introduced James McRoberts, Information Technology Manager. Mr. McRoberts described in detail what the ECM system does and how staff uses ECM to electronically process, distribute and store housing documents. He described the work that the ECM developer, Neko Industries, will have to do in order to integrate ECM with the new Tenmast software and recommended that the Commission approve a change order to the contract with Neko Industries.

Recommendation: Authorize approval of Change Order #1 to Contract No. HACA 343041 with Neko Industries in an amount not to exceed \$46,600.

Commission Discussion: Chairperson Biddle and Ms. Gouig discussed how documents were processed before the implementation of the ECM system and how ECM has improved efficiency and productivity. Cmr. Steiner described a health agency that has also gone paperless and commented that HACA is in the forefront of agencies that have implemented paperless work systems and that other agencies will eventually follow. Mr. McRoberts stated that HACA has had the ECM system in place since 2008 and that some housing authorities have approached HACA with an interest in meeting with staff to learn how HACA implemented the ECM system and how it is being used. Cmr. Steiner asked if HACA received any recognition and Ms. Gouig described the NAHRO Merit Award that HACA received for ECM and paperless document processing. Cmr. Gerry commented on the previous attempt to convert to new housing software. Mr. Dion commented that Tenmast software is a nationally recognized housing software company and the integration of the ECM and Tenmast's software will bring more visibility to paperless document processing.

Cmdr. Maass and Mr. McRoberts discussed the cost savings from the ECM system. Ms. Gouig commented that ECM has created efficiencies that have enabled HACA to maintain staffing levels despite cuts to HUD's administrative funding. Cmdr. Gacoscos asked about data storage. Mr. McRoberts described how HACA stores ECM data and explained how the data is backed up. Cmdr. Hannon and Mr. McRoberts discussed how housing inspections are done using the ECM system. Cmdr. Peixoto and Mr. McRoberts discussed HUD reporting requirements. Cmdr. Peixoto commented that HUD could benefit from a system such as the ECM system. Cmdr. Steiner and Mr. McRoberts discussed system capabilities during a power failure.

Motion/Second: Peixoto/Bacon.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

4-4. ACTION: 2016 HACA SCHOLARSHIP AWARDS

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor thanked Cmdrs. Asher, Buckholz, Gacoscos and Hannon for serving on the 2016 HACA Scholarship Committee. He reported that the Scholarship Committee held a meeting via phone on May 31, reviewed 13 applications and recommended that all 13 applicants receive scholarship awards.

Recommendation: Approve the 2016 HACA scholarship awards.

Commission Discussion: Cmdr. Asher commented that it was a pleasure to serve on the committee, to hear about residents' plans & their persistence in achieving their goals, and to see that many are attending state colleges and community colleges as opposed to for-profit colleges. She also commented that many who are pursuing advanced degrees may have to take on a tremendous amount of debt because funding for these degrees is loan-based. She commented that staff may want to consider creating a separate scholarship for advanced degrees at some point in the future. Cmdr. Asher also thanked staff for organizing the scholarship applications. Cmdr. Gacoscos said she enjoyed serving on this year's committee, expressed appreciation for Cmdr. Asher's expertise, and thanked staff for putting all of the applications together. She further commented that she was pleased to see that the scholarship awards are being used wisely. Cmdr. Buckholz commented that she found the applicants' stories fascinating and that it was amazing to see so many applicants making a tremendous effort to become self-sufficient. She also commented that community colleges are a valuable resource. Cmdr. Steiner and Mr. Taylor discussed the number of applicants who have received awards previously. Cmdr. Steiner and Cmdr. Asher discussed one of the applicants who is attending a for-profit college. Cmdr. Asher indicated that she had advised staff to counsel this applicant on verifying the accreditation for this particular school. Mr. Taylor indicated that staff has reached out to this applicant. Cmdr. Gerry and Mr. Taylor discussed outreach efforts for the scholarship program. Cmdr. Asher commented on the amount of money that is available for scholarships.

Motion/Second: Asher/Gacoscos.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

4-5. ACTION: NOMINATING COMMITTEE FOR OFFICERS

Christine Gouig presented the staff report. After a brief discussion, Chairperson Biddle and Cmdr. Gerry agreed to serve as the Nominating Committee to recommend candidates for the positions of

Chairperson and Vice-Chairperson of the Commission.

Recommendation: Appoint Chairperson Biddle and Cmr. Gerry to the Nominating Committee for the 2016-2017 Housing Commissioner Chairperson and Vice-Chairperson positions.

Motion/Second: Steiner/Bacon.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

4-6. INFORMATION: BUDGET STATUS REPORT

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio noted that there is no longer going to be a budget status report for the Public Housing program since HACA converted its remaining 72 units in the Public Housing program to HUD's Rental Assistance Demonstration program. She also reported that there was a slight change in the funding proration for the Housing Choice Voucher program. Report received with no questions or comments from the Commission.

4-7. INFORMATION: PROGRAM ACTIVITY REPORT

Daniel Taylor presented the staff report. Mr. Taylor reported that the Family Self-Sufficiency (FSS) staff held a Program Coordinating Committee (PCC) meeting and had the opportunity to network with FSS program partners. He indicated that the FSS program size has decreased and that staff is working to increase the number of participants.

Commission Discussion: Cmr. Steiner and Mr. Taylor discussed some of the factors that have contributed to the decrease in the FSS program size. Mr. Taylor described staff's outreach efforts.

5. COMMISSIONER REPORTS

Cmr. Gerry reported on his attendance at the 2016 National Association of Housing and Redevelopment Officials (NAHRO) Washington Conference. Chairperson Biddle encouraged the commissioners to attend this conference if they ever have the opportunity to do so. Cmr. Gacoscas reported that she and Cmr. Peixoto had the opportunity meet former President Bill Clinton.

6. COMMUNICATIONS

Christine Gouig announced that the July meeting will be moved to July 20, 2016 and that staff plans to cancel the August Housing Commission meeting.

7. ADJOURNMENT

There being no further business to discuss Chairperson Biddle adjourned the meeting at 8:55 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Don Biddle
Housing Commission Chairperson

NEW BUSINESS

July 20, 2016

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Presentation of the 2016 HACA Scholarship Winners

Exhibits Attached: 2016 HACA Scholarship Winners

Recommendation: Receive presentation and acknowledge winners

DISCUSSION

The Housing Authority's Scholarship Program includes a presentation to the Housing Commission of the applicants who were selected by the Scholarship Committee to receive a scholarship award. The Committee recommended \$12,750 in scholarships for 13 applicants and your Commission approved the Committee's recommendations at your June meeting.

Staff will present the scholarship winners who are in attendance at the meeting and recognize them for their achievements. The recipients are listed, by city, on the attached exhibit.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
2016 HACA Scholarship Winners**

CITY	# OF SCHOLARSHIP WINNERS
Emeryville	2
Fremont	1
Hayward	3
San Leandro	3
San Lorenzo	1
Union City	3

2016 HACA Scholarship Award Details

EMERYVILLE

NAME	SCHOOL	DEGREE/FIELD OF STUDY	AWARD	WINNER FROM PREVIOUS YEAR
1. Jasmine Breedlove	Peralta-Laney College	Public Health	\$575	--
2. Renita Pitts	Holy Names University	Master's / Education	\$1750	--

FREMONT

NAME	SCHOOL	DEGREE/FIELD OF STUDY	AWARD	WINNER FROM PREVIOUS YEAR
1. Raquel Rossman	Cal State East Bay	Bachelor's / Business Administration	\$1200	2014

HAYWARD

NAME	SCHOOL	DEGREE/FIELD OF STUDY	AWARD	WINNER FROM PREVIOUS YEAR
1. Sarah Bahadur	Cal State East Bay	Master's / Public Administration	\$1200	2015
2. Martin Piña	Laney College	Sports Broadcasting	\$575	--
3. Jacqueline Richardson	Chabot College	Sociology	\$575	2015

SAN LEANDRO

NAME	SCHOOL	DEGREE/FIELD OF STUDY	AWARD	WINNER FROM PREVIOUS YEAR
1. Mohamed Musa	Chabot College	Engineering	\$575	2015
2. Motez Musa	San Jose State	Engineering	\$1750	2013, 2014
3. Treyvonn Chadwick	Sierra College	EMT & Nursing	\$575	--

SAN LORENZO

NAME	SCHOOL	DEGREE/FIELD OF STUDY	AWARD	WINNER FROM PREVIOUS YEAR
1. Kemisha Radford	Cal State East Bay	Master's / School Counseling	\$1200	2015

UNION CITY

NAME	SCHOOL	DEGREE/FIELD OF STUDY	AWARD	WINNER FROM PREVIOUS YEAR
1. Taman Ahadi	Cal State East Bay	Bachelor's / Biological Sciences	\$1200	--
2. Stacy Sorrells	San Jose State	Masters / Library & Information Services	\$1200	2011 & 2015
3. Nkechi Uzoew	Chicago School of Professional Psychology	Master's / Applied Behavioral Analysis	\$375	2015

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Recognition of Employees Years of Service

Exhibits Attached: None

Recommendation: Receive presentation and acknowledge employees

BACKGROUND

The Housing Authority's service awards program includes a presentation to the Housing Commission of staff who have achieved 25 years or more of service (in five year increments). Five employees, Dorene Carr, Neomia Cooper, Ramona Flores and Cathy Leoncio, all 25-year Housing Authority employees, and Carol Alves, a 44-year Housing Authority employee, will be presented to your Commission.

Dorene Carr is an Administrative Clerk in the Maintenance and Modernization Department; Neomia Cooper is an Eligibility Technician in the Programs Department; Ramona Flores is a Housing Specialist in the Programs Department; Cathy Leoncio is HACA's Finance Director and Carol Alves is an Administrative Clerk in the Purchasing and Procurement Department.

Details of their employment will be presented to your Commission at the meeting. Everyone at the Housing Authority is very proud of these five employees' accomplishments, work, and tenure at the Housing Authority.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Recognize Lienchi Le as HACA's Shining Star for July - December 2016

Exhibits Attached: None

BACKGROUND

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. The Committee created an "Employee of the Quarter" recognition program to acknowledge exceptional individual contributions of HACA employees. At the end of 2011 the Committee decided to revamp the program to allow more time for chosen employees to enjoy their recognition. The Committee re-named the award "HACA's Shining Star" and extended the recognition period to six months, so there will be two Shining Stars per year.

DISCUSSION

The Housing Authority is privileged to have on its staff Lienchi Le, an Eligibility Technician in the Programs Department. Her selection was announced at an All Staff meeting held on June 29. The comments below were submitted by those who nominated Lienchi and describe Lienchi's outstanding work in the following categories: Problem Solving, Acknowledgement from the Public, Co-workers and Clients, Team Effort & Flexibility in Working with Others, and Customer Service:

"Lienchi is the go-to person for EVERYTHING eligibility related and some. She has always been a pleasure to work with because of her wealth of knowledge and willingness to share what she's learned over the years with everyone. Now that I'm a Housing Specialist, often times her assistance is needed and she never disappoints and helps without hesitation in a timely manner.

She also works closely with the Program Integrity department - digging deep to find what she knows is there. She's the eyes and ears of the work they do. Paying attention to detail so that no stone is left unturned. Our participants are treated with respect, she is more than willing to help them with any issues they have.

She is a jewel to have around and an asset to the agency and is more than deserving of this award!"

Staff recommends that your Housing Commission recognize Lienchi Le as "HACA's Shining Star" for July-December 2016.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Operating Budgets for Fiscal Year Ending June 30, 2017

Exhibits Attached:

- Resolution No. 08-16 and HUD-52574 PHA Board Resolution
- Statement of Budgeted Revenues, Expenses and Changes in Net Position FYE June 30, 2017; Budgeted Positions; Supporting Schedules of Expenses

Recommendation: Approve Budgets and Adopt Resolutions

Financial Statement: See below

BACKGROUND

HACA's 2016-2017 fiscal year (FY) started on July 1, 2016 and will end on June 30, 2017. HUD funding, which is provided on a calendar year (CY) basis, is HACA's primary source of income. This requires staff to estimate HUD funding for the second half of our fiscal year.

On April 13, 2016, your Commission approved a successor Memorandum of Understanding (MOU) with SEIU Local 1021, for a two year contract term from June 5, 2015 through June 15, 2017. Staff prepared the budgets to reflect the costs of the MOU and management agreements.

For CY 2016, the Housing Choice Voucher Program HAP renewal funding is at 100% of renewal needs with an inflation factor of 11%. The Administrative Fee is at 84% of fee eligibility. (The Fee is comprised of 80% eligibility appropriated by Congress and 4% pulled by HUD from its reserves.) The FY 2016-2017 budget assumes the same funding levels for HAP but Administrative Fee at 80% of eligibility for the second half of the fiscal year since we don't know if HUD will use its reserves again to augment the Fee.

A draft budget was presented to your Commission's Budget/Audit/Negotiations Committee on June 30, 2016 and was reviewed in detail. The Committee recommends that your Commission approve the budget as presented.

DISCUSSION and ANALYSIS

A summary of five program budgets is presented--one each for the Housing Choice Voucher Program, the Public Housing Program, the Housing Development Fund, Park Terrace and Ocean Avenue. An agency-wide summary of changes to net positions is provided as well. Key assumptions and facts are shown under each program below, in bulleted form.

Housing Choice Voucher (HCV) Program

HACA's HCV administrative budget projects an operating loss of \$838,536. This loss will be covered by the projected HCV Unrestricted Net Position (UNP) exclusive of the net pension liability balance of \$1.2 million.

Income

- Currently, HACA's actual Housing Assistance Payment (HAP) per unit cost (PUC) is \$1,208 per month and the proposed budget assumes an annual average 98% lease-up rate and an average HAP of \$1,232 per unit per month. Staff expects that the PUC will increase due to rent increases requested by landlords and higher payment standards based on higher Fair Market Rents. The CY 2016 HAP funding formula is approximately \$1,202 per unit per month. HAP is 100% federally funded by HUD, so any reductions to this funding will have an impact on the families in our HCV program and on our agency's fiscal health. CY 2016 HAP funding is significantly more than CY 2015, primarily as a result of the FMR study done by the housing authorities in Alameda and Contra Costa counties. At this time, the HAP funding formula for 2017 is unknown. At FYE 6/30/16, HUD-held program reserves are approximately \$9.5M and during the next fiscal year staff anticipates using about \$2.3M of that reserve. By law, HAP funds are restricted to rental subsidy payments only and cannot be used to pay for administrative costs.
- HUD compensates housing authorities for the cost of administering the HCV program through Administrative Fees. Administrative Fees are the main source of funding to cover operating costs and are paid on the basis of the number of units leased as of the first day of each month. Every housing authority's eligibility is pro-rated, if needed, to ensure that Fees paid do not exceed the funds appropriated by Congress. Over the past decade, Congress has reduced Administrative Fee funding and many housing authorities, including HACA, have implemented cost cutting measures and used their unrestricted net position to balance the budget.

Due to proration, income from HCV program Administrative Fees is set at the current 84% of eligibility for the first six months of the fiscal year (July to December 2016) and staff is assuming 80% for the balance of the fiscal year (January to June 2017). This 80% assumption may actually be higher or lower, depending on what Congress ultimately approves in the FY 2017 federal budget and whether or not HUD augments the Administrative Fee with its own reserves. It further depends on whether or not HUD implements a new Administrative Fee formula based on its Admin Fee study.

- Other fees earned include: modest fees to administer the CHOICES/FACT, Moderate Rehabilitation and Shelter Plus Care programs and portability fees. The projection for our incoming portability reflects an average of 250 contracts that we will bill to other housing authorities (primarily Oakland). We earn only 80% of the prorated Administrative Fees for

these contracts. The average fee used in the budget is \$69 per portability unit per month, which is \$18 /less per unit than what we earn for our own voucher contracts. There are a few voucher holders (average of 69) of our own that move into other housing authorities' jurisdictions.

- Other income includes the HUD grant for the FSS Program, investment income and the fraud recovery income which, per HUD regulations, is split 50/50 between HACA and HUD.
- Total overall income increased by 7%.

Expenses

- Indirect costs associated with more than one program are allocated using the percentage of total program unit method. Indirect salaries are allocated using the percent of payroll method. Starting in FY 2012, PHAs that receive a significant amount of federal funding were prohibited to pay salaries in excess of an annual cap. For FY 2016, the annual cap is \$160,300. Individual salaries allocated to the HCV program in this budget will not reach the annual cap.
- The budget reflects any changes to wages and benefit costs associated with the terms of the MOU expiring June 15, 2017 as well as adjustments for management employees.
- Total administrative expense is 2% more than what was budgeted last fiscal year. Most administrative expenses remained about the same with the exception of legal and contract services due to rate increases. Cost decreases were due primarily to completion of the wait list opening project.
- Employee benefits increased by about 5% and are budgeted at 54.5% of salaries. The budget assumes that health care premiums as well as ACERA employer retirement contributions (major benefits) will increase.
- Total overall expenses increased by 6%.
- Additional retirement expense, unknown at this time, will be incurred depending on ACERA's actuarial study and net pension liability balance at the end of the calendar year.

Public Housing (PH) Program

- For the remaining six months of the fiscal year, until voucher funding is provided for the recently converted RAD units in January 1, 2017, the HAP portion of the contracts will be funded with PH Operating and Capital Funds.

Housing Development Fund, Park Terrace, and Ocean Avenue

- HACA maintains a Housing Development (HDF-Local) Fund for low-income housing development and rehabilitation and management improvements.
- The HDF will now reflect salaries, benefits and other indirect costs not allocated to the HCV program in its budget. These expenses will be charged to non-HCV projects (PACH, Ocean Avenue, Park Terrace) as property management fees.
- The PH Program still owns the Mission Boulevard office and maintenance building. However, as it no longer has any funding for operations, any expenses incurred will be paid by HDF until disposition is approved by HUD.
- HDF will also have the net pension liability balance pertaining to employees whose salaries are not directly allocated to the HCV program. While the amount is unknown at this time, additional retirement expense will be incurred depending on ACERA's actuarial study and net pension liability balance at the end of the calendar year 2016.
- The HDF budget projects an income of \$2,502. The projected reserve balance at the beginning of the budget year is \$4.27M. The scheduled capital expenditure cost for the budget year is approximately \$374,000.
- Park Terrace consists of nine units in the City of Hayward that are non-HUD assisted and rented to low income families. Park Terrace's budget projects an income of \$37,045. The projected reserve balance at the beginning of the budget year is \$1.12M. There are capital expenditures scheduled in the amount of \$60,000.
- Ocean Avenue consists of six units in the City of Emeryville that are non-HUD assisted and rented to low income families. Ocean Avenue's budget projects an income of \$9,023. The projected reserve balance at the beginning of the budget year is \$173,000. The scheduled capital expenditure cost for the budget year is approximately \$47,000.

Staff recommends that your Commission adopt the Resolution approving the proposed budget for the fiscal year ending June 30, 2017.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 08-16

**RESOLUTION APPROVING THE OPERATING BUDGET AND BUDGETED POSITIONS FOR
JULY 1, 2016 – JUNE 30, 2017 FISCAL YEAR**

WHEREAS, the Housing Authority of the County of Alameda operates on a July 1 – June 30 fiscal year and HUD funding is on a calendar year; and

WHEREAS, operating budgets for the Housing Authority's various programs must be adopted prior to the beginning of the fiscal year July 1, 2016 – June 30, 2017; and

WHEREAS, the Commission's Budget/Audit/Negotiations Committee has reviewed the proposed budgets developed by staff and recommends approval; and

WHEREAS, the fiscal year 2016-2017 has continuing challenges, including reduced funding, rising costs of operations and the uncertainty of future federal funding; and

WHEREAS, the budgets may require a revision once major income and expense uncertainties become known;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission does hereby approve the proposed budgets, budgeted positions and supporting schedules for the various programs as presented.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this _____ day of _____ 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing -
 Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
 (exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the County of Alameda PHA Code: CA067

PHA Fiscal Year Beginning: July 1, 2016 Board Resolution Number: 08-16

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 07/20/2016
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date: 07/20/2016
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HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
BUDGET STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017
Housing Assistance Payments (HAP)												
HUD PHA grants-HAP	78,035,230	90,439,651									78,035,230	90,439,651
Less: HAP expenses	80,122,230	92,736,198									80,122,230	92,736,198
Addition to/(Use of) Reserves	(2,087,000)	(2,296,547)									(2,087,000)	(2,296,547)
Estimated Net Restricted Position (NRP) balance at 7/1/16	900,000	-									900,000	-
Estimated HUD-held Program Reserve balance at 7/1/16	12,172,388	9,500,000										9,500,000
Estimated NRP balance at 6/30/17	-	-									-	-
Estimated HUD-held Program Reserve balance at 6/30/17	10,985,388	7,203,453									10,985,388	7,203,453
Operating Income												
Rental revenue - tenants	-	-	369,533	-	143,000	143,000	141,708	143,095	75,194	76,723	729,435	362,818
Other revenue -tenants	-	-	-	-	-	-	300	300	500	500	800	800
HUD PHA grants	6,447,189	6,976,235	284,548	111,366	-	-	-	-	-	-	6,731,737	7,087,601
Capital Fund grants	-	-	186,197	46,914	-	-	-	-	-	-	186,197	46,914
Other revenue	323,698	326,000	73,290	-	42,500	42,500	-	-	500	500	439,988	369,000
Other revenue - property management fees	-	-	-	-	-	998,328	-	-	-	-	-	998,328
Mission Blvd office-net income	-	-	-	-	-	-	-	-	-	-	-	-
Investment income	735	500	900	-	10,000	10,000	638	638	103	103	12,376	11,241
Total	6,771,622	7,302,735	914,468	158,280	195,500	1,193,828	142,646	144,033	76,297	77,826	8,100,533	8,876,702
		7%		-478%		84%		1%		2%		9%
Operating Expenses												
Administrative salaries	(3,794,397)	(4,110,734)	(207,091)	-	-	(436,619)	-	-	-	-	(4,001,488)	(4,547,353)
Administrative expenses	(1,538,303)	(1,563,758)	(77,814)	-	(44,750)	(53,971)	(39,631)	(47,275)	(31,254)	(34,300)	(1,731,752)	(1,699,304)
Tenant service	-	-	(5,500)	-	-	-	-	-	-	-	(5,500)	-
Utilities	-	-	(88,481)	-	(54,600)	(56,600)	(500)	(500)	(8,452)	(7,403)	(152,033)	(64,503)
Maintenance salaries	-	-	(71,742)	-	-	(203,580)	-	-	-	-	(71,742)	(203,580)
Maintenance services	-	-	(259,901)	-	(68,648)	(86,648)	(56,513)	(56,513)	(25,600)	(25,600)	(410,662)	(168,761)
General expenses	(203,970)	(226,429)	(59,005)	-	(6,864)	(5,000)	(2,700)	(2,700)	(1,500)	(1,500)	(274,039)	(235,629)
General expenses-RAD HAP expense	-	-	-	(158,280)	-	-	-	-	-	-	-	(158,280)
Employee benefits	(2,124,862)	(2,240,350)	(150,570)	-	-	(348,908)	-	-	-	-	(2,275,432)	(2,589,258)
Total	(7,661,532)	(8,141,271)	(920,104)	(158,280)	(174,862)	(1,191,326)	(99,344)	(106,988)	(66,806)	(68,803)	(8,922,648)	(9,666,668)
		6%		-481%		85%		7%		3%		8%
Budgeted Income (Loss)	(889,910)	(838,536)	(5,636)	-	20,638	2,502	43,302	37,045	9,491	9,023	(822,115)	(789,966)
Unrestricted Net Position (UNP) - est. balance at 7/1/2016	**	(4,459,174)				4,265,118		1,125,346		173,288		1,104,578
Unrestricted Net Position - budgeted bal. at 6/30/17		(5,297,710)		-		4,267,620		1,162,391		182,311		314,612
Capital Expenditures per schedule						373,716		60,000		47,000		480,716

UNP @ 6/30/15 1,892,976
 Est. loss @ 6/30/16 (630,319)
 Subtotal 1,262,657
 UNP @ 6/30/15-NPL (5,721,831)
 Est. UNP @ 7/1/16 (4,459,174)

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Budgeted Positions
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

Classification	Full-Time Equivalent (FTE)	Monthly Salary Range		Annual Salary Range	
		Minimum	Maximum/Control	Minimum	Maximum/Control
Account Specialist	5	\$3,886	\$4,618	\$46,632	\$55,416
Accountant	1	\$5,838	\$7,879	\$70,059	\$94,542
Administrative Clerk *	11	\$3,716	\$4,401	\$44,592	\$52,812
Deputy Director for Programs	1	\$9,330	\$12,595	\$111,966	\$151,136
Eligibility Leadworker	2	\$4,578	\$5,496	\$54,936	\$65,952
Eligibility Technician	14	\$4,121	\$4,896	\$49,452	\$58,752
Executive Assistant	1	\$4,792	\$6,466	\$57,502	\$77,598
Executive Director	1	\$11,365	\$15,346	\$136,386	\$184,155
Finance Director	1	\$8,880	\$11,988	\$106,557	\$143,862
FSS Coordinator	3	\$4,383	\$5,257	\$52,596	\$63,084
FSS Leadworker (HO/FSS)	1	\$4,822	\$5,782	\$57,864	\$69,384
Housing Inspector	2	\$4,245	\$5,091	\$50,940	\$61,092
Housing Management Assistant	1	\$4,383	\$5,257	\$52,596	\$63,084
Housing Management Leadworker	1	\$5,606	\$6,883	\$67,272	\$82,596
Housing Specialist	9	\$4,869	\$5,842	\$58,428	\$70,104
Human Resources Analyst	1	\$5,980	\$8,077	\$71,761	\$96,925
Information Technology Manager	1	\$8,453	\$11,410	\$101,438	\$136,915
Leasing Services Leadworker	2	\$5,253	\$6,377	\$63,036	\$76,524
Maintenance & Modernization Manager	1	\$6,765	\$9,134	\$81,178	\$109,608
Maintenance Worker II	3	\$5,655	\$5,655	\$67,860	\$67,860
Network Administrator	1	\$6,130	\$8,277	\$73,564	\$99,320
Procurement Analyst	1	\$5,156	\$6,960	\$61,877	\$83,523
Program Integrity Officer	1	**		**	
Programs Manager	1	\$8,042	\$10,859	\$96,509	\$130,309
Property Aide (Part Time)	4				
Secretary	1	\$3,805	\$4,635	\$45,660	\$55,620
Senior Administrative Analyst	1	\$6,601	\$8,915	\$79,212	\$106,986
Special Programs Manager	1	\$7,111	\$9,600	\$85,326	\$115,206
Total	73				

*One position is on a hiring freeze and another is less than full-time.

**Service contract with the Alameda County District Attorney's office.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of Administrative Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

Administrative Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017
Legal Fees	55,000	90,000	50,000	-	-	-	-	-	2,000	2,000	107,000	92,000
Staff Training	21,400	21,400	1,000	-	-	-	-	-	-	-	22,400	21,400
Mileage Payments	7,000	7,000	1,000	-	-	-	-	-	-	-	8,000	7,000
Conference Travel	15,853	20,002	-	-	-	-	-	-	-	-	15,853	20,002
Auditing Fees	22,400	22,400	2,500	-	-	-	-	-	-	-	24,900	22,400
Office Bldg. Expenses	143,000	143,000	-	-	-	-	-	-	-	-	143,000	143,000
Office Supplies	55,000	55,000	1,446	-	-	-	-	-	-	-	56,446	55,000
Copier expense	4,000	4,000	-	-	-	-	-	-	-	-	4,000	4,000
Non-Cap Furn & Eqpt	3,000	3,000	-	-	-	-	-	-	-	-	3,000	3,000
Admin. Vehicles	15,000	15,000	-	-	-	-	-	-	-	-	15,000	15,000
Publications-	8,500	8,500	-	-	-	-	-	-	-	-	8,500	8,500
Recruitment exp	5,000	5,000	-	-	-	-	-	-	-	-	5,000	5,000
Membership Dues	22,000	22,000	-	-	-	-	-	-	-	-	22,000	22,000
Telephone	30,000	40,000	1,320	-	-	-	-	-	-	-	31,320	40,000
Contract/Consultant Svcs	663,939	677,440	2,110	-	-	9,221	3,575	3,575	4,050	2,000	673,674	692,236
Computer Software Svcs	213,409	188,370	1,900	-	-	-	-	-	-	-	215,309	188,370
Computer svcs-disaster	4,800	4,800	-	-	-	-	-	-	-	-	4,800	4,800
Non-Cap Furn & Eqpt-MIS	38,360	65,646	-	-	-	-	-	-	-	-	38,360	65,646
Leases or Rentals	12,000	12,000	2,100	-	-	-	-	-	-	-	14,100	12,000
Equipment Maintenance	13,000	13,000	-	-	-	-	-	-	-	-	13,000	13,000
Postage	106,022	90,000	1,000	-	-	-	-	-	-	-	107,022	90,000
Printing	52,820	40,000	-	-	-	-	-	-	-	-	52,820	40,000
Commission Meetings	6,600	6,600	600	-	-	-	-	-	-	-	7,200	6,600
Miscellaneous	7,200	7,200	12,838	-	32,000	32,000	500	500	1,500	1,500	54,038	41,200
Wait List Expense	13,000	2,400	-	-	-	-	-	-	-	-	13,000	2,400
Scholarship expense	-	-	-	-	12,750	12,750	-	-	-	-	12,750	12,750
Property Management Fee	-	-	-	-	3,864	-	35,556	43,200	23,704	28,800	63,124	72,000
TOTAL	1,538,303	1,563,758	77,814	-	48,614	53,971	39,631	47,275	31,254	34,300	1,735,616	1,699,304
		2%				10%		16%		9%		-2%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of Maintenance Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

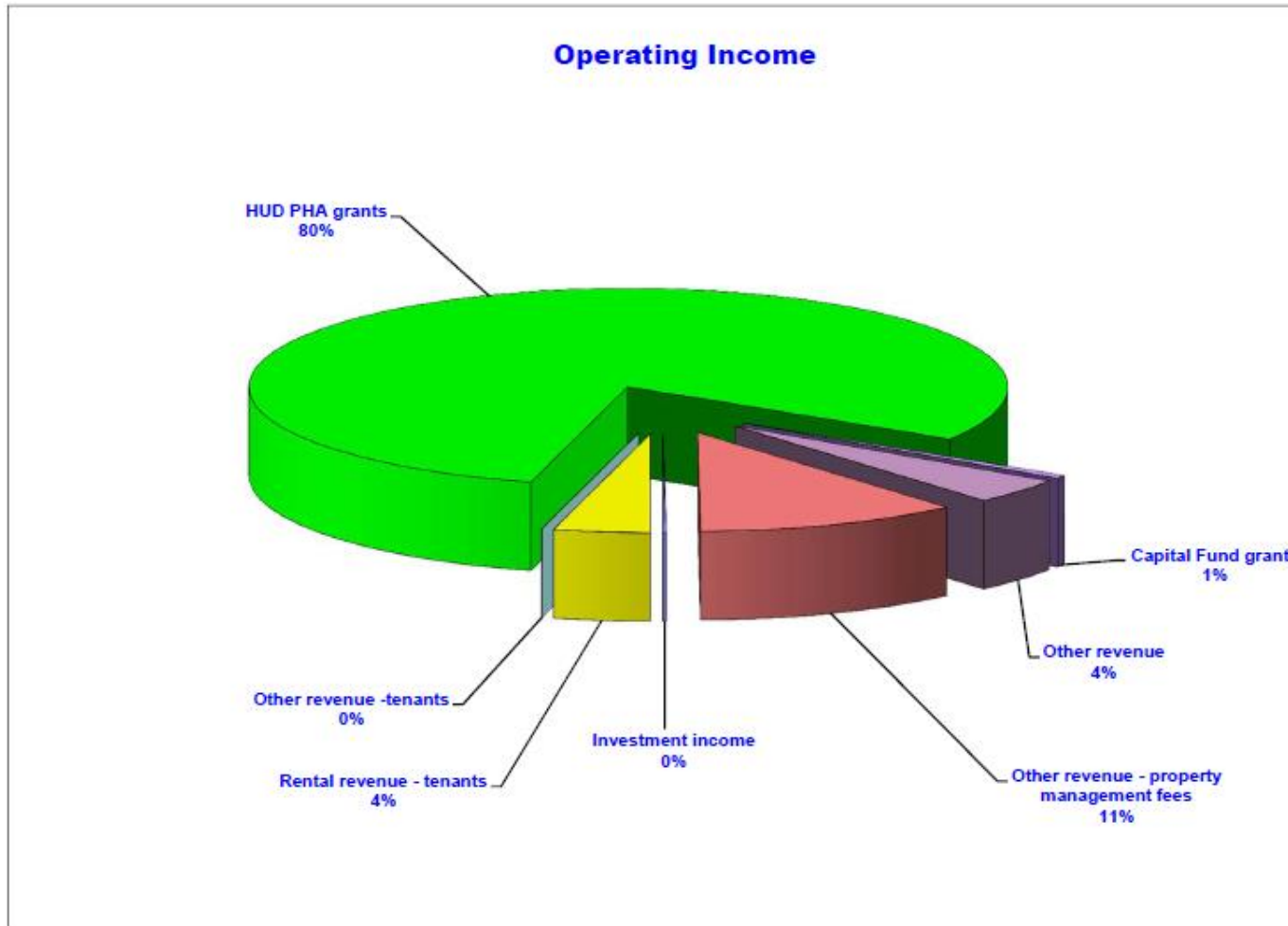
Maintenance Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017
Materials												
Grounds & Gardening	-	-	-	-	-	-	-	-	-	-	-	-
Paint & Supplies	-	-	2,000	-	-	-	-	-	-	-	2,000	-
Repair Parts	-	-	40,000	-	-	-	1,000	1,000	500	500	41,500	1,500
Appliances & Fixtures	-	-	5,000	-	-	-	2,388	2,388	1,700	1,700	9,088	4,088
Locks and Keys	-	-	1,000	-	-	-	-	-	600	600	1,600	600
Miscellaneous	-	-	2,001	-	-	-	-	-	-	-	2,001	-
Maintenance & Contracts												
Vehicles	-	-	1,800	-	-	-	-	-	-	-	1,800	-
Garbage Service	-	-	50,000	-	8,800	8,800	-	-	1,300	1,300	60,100	10,100
Repair Contractors	-	-	88,000	-	18,688	18,688	15,425	15,425	17,500	17,500	139,613	51,613
Communications	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Repair/Rental	-	-	1,100	-	-	-	-	-	-	-	1,100	-
Window Coverings	-	-	1,000	-	-	-	1,200	1,200	1,000	1,000	3,200	2,200
Condo Fees	-	-	-	-	-	-	36,500	36,500	-	-	36,500	36,500
Landscape Services	-	-	23,000	-	6,160	6,160	-	-	2,000	2,000	31,160	8,160
Maintenance/Mission exp	-	-	45,000	-	-	-	-	-	-	-	45,000	-
Miscellaneous	-	-	-	-	35,000	53,000	-	-	1,000	1,000	36,000	54,000
TOTAL	-	-	259,901	-	68,648	86,648	56,513	56,513	25,600	25,600	410,662	168,761
						21%		0%		0%		-143%

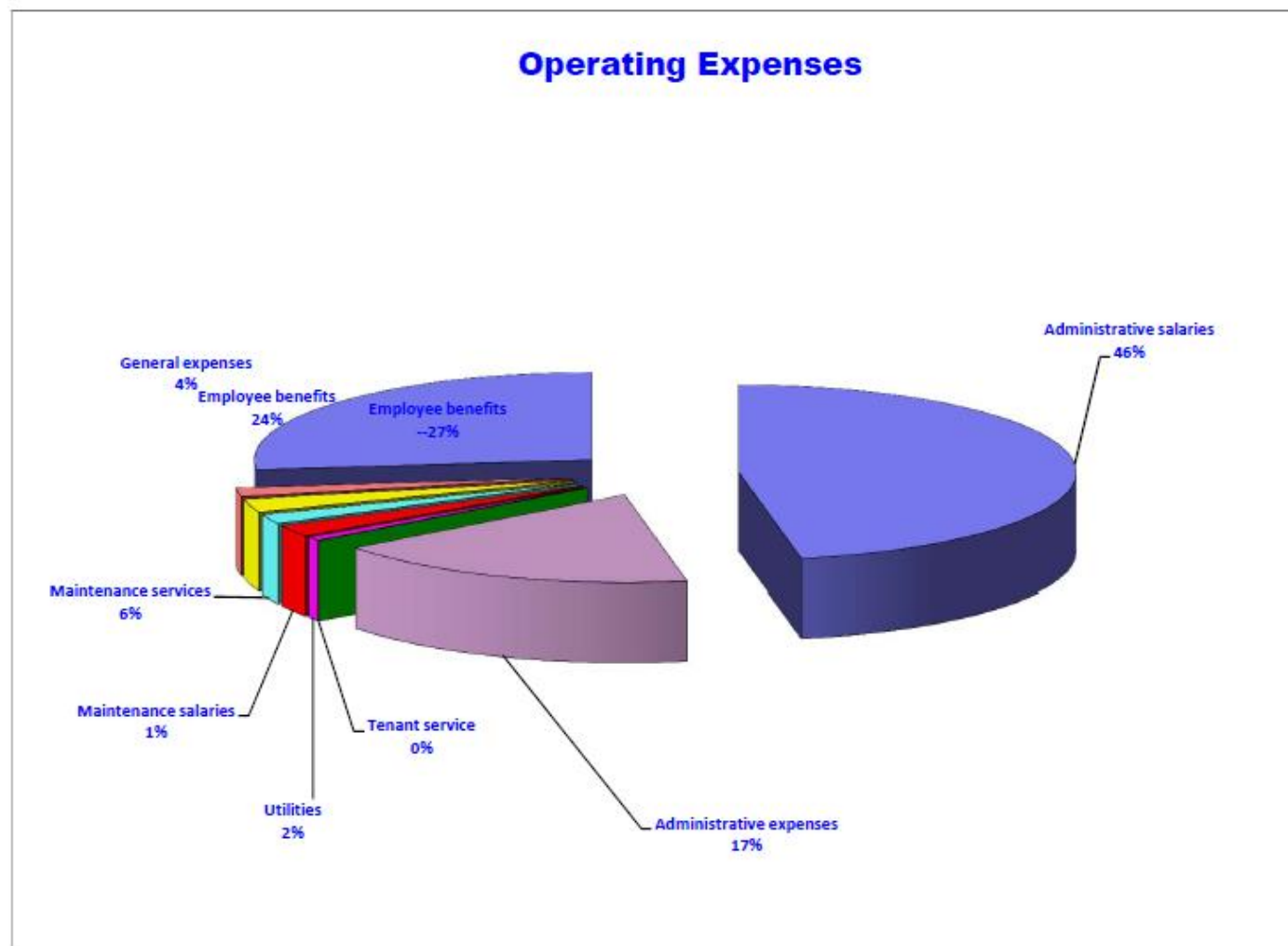
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of General Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

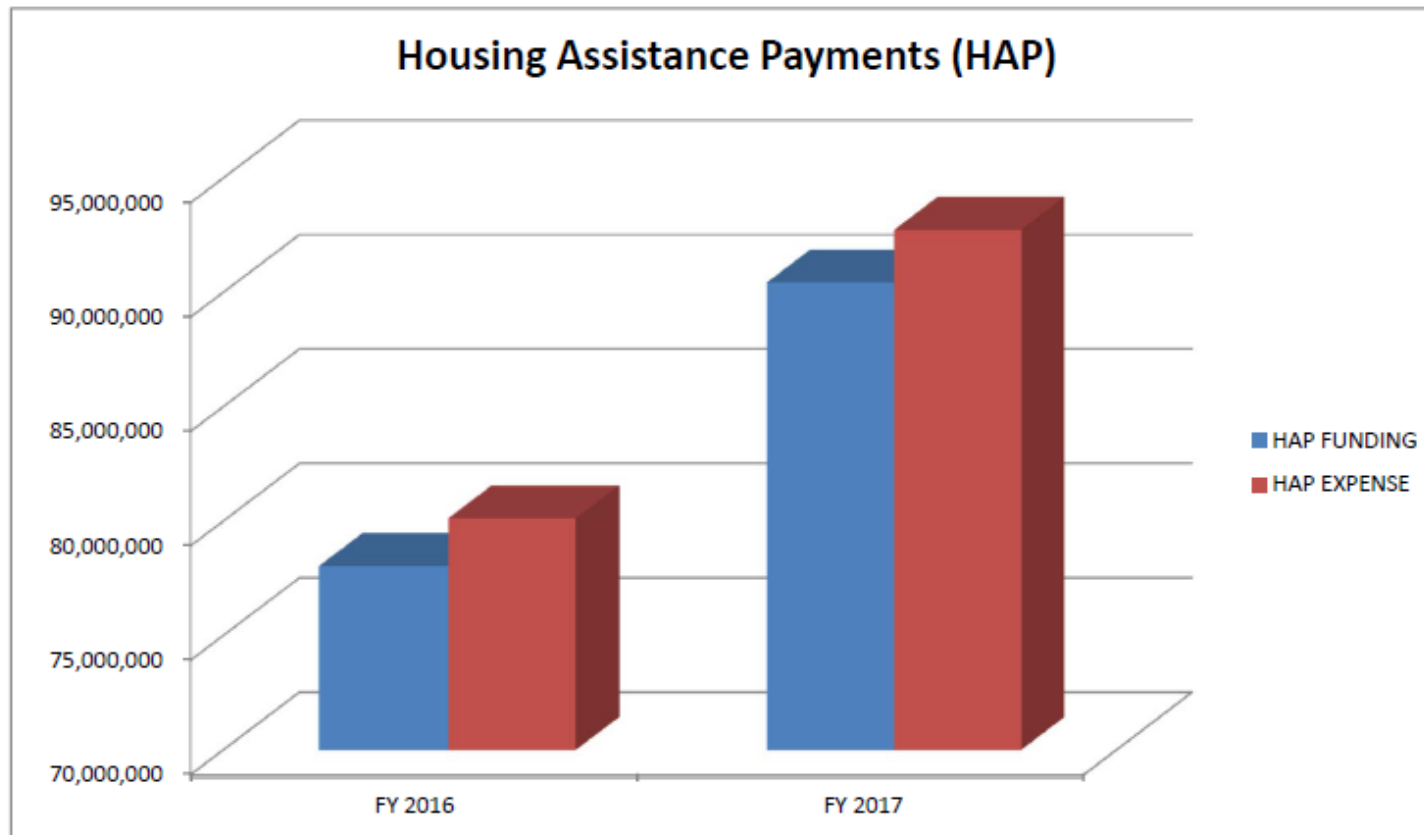
General Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017	Approved 2016	Proposed 2017
General Liability Insurance	30,000	30,000	-	-	-	-	-	-	-	-	30,000	30,000
Auto Insurance	5,000	5,000	1,900	-	-	-	200	200	-	-	7,100	5,200
Worker's Compensation	141,970	164,429	13,000	-	-	-	-	-	-	-	154,970	164,429
Unemployment	27,000	27,000	3,000	-	-	-	-	-	-	-	30,000	27,000
Property Insurance	-	-	11,000	-	3,000	3,000	1,500	1,500	1,500	1,500	17,000	6,000
Payment in Lieu of Taxes	-	-	28,105	-	-	-	-	-	-	-	28,105	-
Collection Loss	-	-	1,000	-	-	-	-	-	-	-	1,000	-
Miscellaneous	-	-	1,000	-	-	2,000	1,000	1,000	-	-	2,000	3,000
TOTAL	203,970	226,429	59,005	-	3,000	5,000	2,700	2,700	1,500	1,500	270,175	235,629
		10%		N/A		40%		0%		0%		-15%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of Capital Expenditures
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

Description	Mission Blvd	Housing Development Fund	Park Terrace	Ocean Avenue	Totals
Parking lot resurfacing	20,000	-	-	-	20,000
Landscaping	10,000	-	-	7,000	17,000
Unit Rehab	-	-	30,000	20,000	50,000
Unit Rehab	-	-	30,000	20,000	50,000
Housing Software (unspent portion of \$475K)	-	297,116	-	-	297,116
ECM upgrade	-	46,600	-	-	46,600
TOTAL	30,000	343,716	60,000	47,000	480,716







HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Section Eight Management Assessment Program (SEMAP)

Exhibits Attached: SEMAP Certification and Resolution 09-16

Recommendation: Adopt a resolution authorizing submission of the SEMAP Certification to HUD

Financial Statement: None

BACKGROUND

The Section Eight Management Assessment Program (SEMAP) measures 14 key performance indicators of public housing agencies (PHAs) that administer the Housing Choice Voucher program. By doing so, SEMAP helps HUD target monitoring and assistance to PHAs that need the most improvement.

The 14 indicators of performance show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by federal housing legislation. The 14 key indicators of PHA performance are:

1. Proper selection of applicants from the Housing Choice Voucher waiting list
2. Sound determination of reasonable rent for each unit leased
3. Accurate verification of family income
4. Maintenance of a current schedule of allowances for tenant-paid utilities
5. Performance of quality control inspections to ensure housing quality
6. Assurance that landlords and tenants promptly correct housing quality deficiencies
7. Expansion of housing choice outside areas of poverty or minority concentration
8. Establishment of Payment Standards within the required range of the HUD Fair Market Rents
9. Timely annual reexamination of family income
10. Correct calculation of the tenant share of the rent and the housing assistance payment (HAP) made to the landlord
11. Assurance that units comply with HUD's Housing Quality Standards (HQS) before families enter into leases and PHAs enter into HAP contracts
12. Timely annual HQS inspections
13. Assurance that all available Housing Choice Vouchers are used
14. Enrollment of families into the Family Self-Sufficiency (FSS) Program and the number of families with escrow accounts

SEMAP scores are based on PHA self-certification, HUD's national database of tenant information, and information from audits conducted annually by independent auditors. Each indicator has points assigned to it, with a total possible point score of 145. HUD annually assigns each PHA a rating on each of the 14 indicators and generates an overall performance ratio of high (90-100%), standard (60-89%), or troubled (less than 60%). Metropolitan PHAs like HACA are also able to earn bonus points for their achievements in encouraging assisted families to choose housing in low poverty areas so can earn a total of 150 points.

Every PHA must submit its SEMAP Certification within 60 days of the end of its fiscal year. Ours is due by August 29, 2016 as our fiscal year ended June 30th.

DISCUSSION AND ANALYSIS

The attached SEMAP Certification is a product of random sampling done internally by staff at the end of each quarter of the fiscal year July 1, 2015 through June 30, 2016, and data from HUD's national database of tenant information. **HACA's overall rating is "high" with 100% (145 points).**

We lost 5 points for indicator #2, rent reasonableness, because documentation was missing in some of the files tested. We scored 94.44% for this indicator but needed 98% to get the full number of points. Otherwise, we scored full points for all indicators.

The table on the following page provides you with a review of HACA's performance under SEMAP for the last four years.

SEMAP Certification Review 2013 to 2016						
Indicator	Indicator Description	Maximum Number of Possible Points	2013 Final Earned Points	2014 Final Earned Points	2015 Final Earned Points	2016 Certification
1	Wait List	15	15	15	15	15
2	Reasonable Rent	20	20	20	20	15
3	Determination of Adjusted Income	20	20	20	20	20
4	Utility Allowance Schedule	5	5	5	5	5
5	HQS Quality Control Inspections	5	5	5	5	5
6	HQS Enforcement	10	10	10	10	10
7	Expanding Housing Opportunities	5	5	5	5	5
8	Payment Standards	5	5	5	5	5
9	Annual Reexaminations	10	5	10	10	10
10	Correct Tenant Rent Calculations	5	5	5	5	5
11	Pre-Contract HQS Inspections	5	5	5	5	5
12	Annual HQS Inspections	10	10	10	10	10
13	Lease-Up	20	20	20	20	20
14	FSS Enrollment & Escrow Accounts	10	10	10	10	10
Earned Points			140	145	145	140
Deconcentration Bonus – Extra 5 Points		5	5	5	5	5
Total Earned Points		145	145	150	150	145
Maximum Number of Points Possible		145	145	145	145	145
FINAL SCORE as a Percentage		100%	100%	100%	100%	100%
SEMAP RATING			High	High	High	High

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 09-16

APPROVING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION AND AUTHORIZING SUBMITTAL OF CERTIFICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) has established a Section Eight Management Assessment Program (SEMAP) to measure the performance of housing authorities that administer the Section 8 Housing Choice Voucher Program; and

WHEREAS, SEMAP requires that housing authorities self-certify performance in connection with the 14 SEMAP indicators; and

WHEREAS, HUD reviews the self-certification and other data available from on-line reporting systems and financial submissions to rank a housing authority's performance and issues a score; and

WHEREAS, the Housing Authority of the County of Alameda has completed its SEMAP analysis for the July 1, 2015 – June 30, 2016 fiscal year and is prepared to submit its certification to HUD;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission does hereby approve and accept the SEMAP certification as presented and authorizes the Executive Director to submit it and any other information HUD may require to process the certification.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 20th day of July 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____



Jennifer Cado
(MH7807)
PIC Main

SEMAP

Logoff

Get Help

Logoff / Return to Secure Systems

Assessment Profile	Reports	Submission
List	Summary	Certification
Profile	Comments	
Field Office:	9APH SAN FRANCISCO HUB OFFICE	
Housing Agency:	CA067 ALAMEDA COUNTY HSG AUTH	
PHA Fiscal Year End:	6/30/2016	

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response ☒ Yes ☐ No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response ☒ Yes ☐ No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response ☒ Yes ☐ No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☐ At least 98% of units sampled ☒ 80 to 97% of units sampled

☐ Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled
☐ Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response ☒ Yes ☐ No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response ☒ Yes ☐ No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable ☐

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response ☒ Yes ☐ No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response ☒ Yes ☐ No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when

briefing voucher holders.

PHA Response ☒ Yes ☐ No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response ☒ Yes ☐ No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response ☒ Yes ☐ No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response ☒ Yes ☐ No

Assessment Profile	Reports	Submission
List	Summary	Certification
Field Office:	9APH SAN FRANCISCO HUB OFFICE	
Housing Agency:	CA067 ALAMEDA COUNTY HSG AUTH	
PHA Fiscal Year End:	6/30/2016	

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response ☒ Yes ☐ No

FMR Area Name

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1142"/>	PS	<input type="text" value="1386"/>	PS	<input type="text" value="1743"/>	PS	<input type="text" value="2434"/>	PS	<input type="text" value="2987"/>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

FMR Area Name

FMR 2 of 2



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1037"/>	1-BR FMR	<input type="text" value="1249"/>	2-BR FMR	<input type="text" value="1580"/>	3-BR FMR	<input type="text" value="2202"/>	4-BR FMR	<input type="text" value="2455"/>
PS	<input type="text" value="1127"/>	PS	<input type="text" value="1358"/>	PS	<input type="text" value="1718"/>	PS	<input type="text" value="2394"/>	PS	<input type="text" value="2669"/>

FMR Area Name

FMR 3 of 3



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1380"/>	1-BR FMR	<input type="text" value="1663"/>	2-BR FMR	<input type="text" value="2103"/>	3-BR FMR	<input type="text" value="2932"/>	4-BR FMR	<input type="text" value="3268"/>
PS	<input type="text" value="1352"/>	PS	<input type="text" value="1630"/>	PS	<input type="text" value="2061"/>	PS	<input type="text" value="2873"/>	PS	<input type="text" value="3203"/>

FMR Area Name

FMR 4 of 4



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1380"/>	1-BR FMR	<input type="text" value="1663"/>	2-BR FMR	<input type="text" value="2103"/>	3-BR FMR	<input type="text" value="2932"/>	4-BR FMR	<input type="text" value="3268"/>
PS	<input type="text" value="1421"/>	PS	<input type="text" value="1713"/>	PS	<input type="text" value="2166"/>	PS	<input type="text" value="3020"/>	PS	<input type="text" value="3366"/>

FMR Area Name

FMR 5 of 5



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1380"/>	1-BR FMR	<input type="text" value="1663"/>	2-BR FMR	<input type="text" value="2103"/>	3-BR FMR	<input type="text" value="2932"/>	4-BR FMR	<input type="text" value="3268"/>
PS	<input type="text" value="1394"/>	PS	<input type="text" value="1680"/>	PS	<input type="text" value="2124"/>	PS	<input type="text" value="2961"/>	PS	<input type="text" value="3301"/>

FMR Area Name

FMR 6 of 6



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1380"/>	1-BR FMR	<input type="text" value="1663"/>	2-BR FMR	<input type="text" value="2103"/>	3-BR FMR	<input type="text" value="2932"/>	4-BR FMR	<input type="text" value="3268"/>
PS	<input type="text" value="1311"/>	PS	<input type="text" value="1580"/>	PS	<input type="text" value="1998"/>	PS	<input type="text" value="2785"/>	PS	<input type="text" value="3105"/>

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response ☒ Yes ☐ No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response ☒ Yes ☐ No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response ☒ Yes ☐ No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response ☒ Yes ☐ No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response ☒ Yes ☐ No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

58

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

140

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

241

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable ☐

PHA

Response ☒ Yes ☐ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response ☒ Yes ☐ No

[Deconcentration Addendum](#)

SEMAP CERTIFICATION - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date 7/11/2016

PHA Name

ALAMEDA COUNTY HSG AUTH

Principal Operating Area of PHA

Alameda County

(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area

11

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, the PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1** a Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.

2705

- b Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.

3178

- c Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

85

Is line c 50% or more? Yes ☒ No ☐**2**

- a Percent of all Section 8 families with children residing in low poverty census tracts at the end of the last completed PHA FY.

- b Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.

- c Number of Section 8 families with children who moved during the last completed PHA FY

- d Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☒**3**

- a Percent of all Section 8 families with children that residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.

- b Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.

- c Number of Section 8 families with children who moved during the last two completed PHA FYs.

- d Percent of all Section 8 families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☒

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.
See instructions above concerning bonus points for State and regional PHAs.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Amendment to Annual Plan - 29800 Mission Blvd Disposition

Exhibits Attached: - Resolution No. 10-16 & Form HUD-50077-ST-HCV-HP
 - Amended Streamlined Annual PHA Plan

Recommendation: Conduct a Public Hearing and Act on Proposed Amendment

BACKGROUND

HACA's Public Housing Program owns a lot at 29800 Mission Boulevard, Hayward, on which are HACA's Maintenance Facility, a vacant office building that, decades ago, was HACA's Administrative Office and a paved parking area. HACA, working with a realtor, is now attempting to lease the office building.

The last of HACA's Public Housing units (72 units) were recently disposed of to HACA's non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH) through HUD's Rental Assistance Demonstration Program (RAD). Other units (158 units) were disposed of earlier under Section 18 of the 1937 Housing Act and 24 CFR part 970. As a result, HACA no longer owns or operates any Public Housing. Consequently, retention of the lot and its improvements (the two buildings and associated parking) *in the Public Housing Program* is not in the best interests of residents or HACA.

With HUD's support, HACA plans to submit an Inventory Removal Application to HUD prior to 7/31/16. (Agenda Item 5-7.) HACA proposes to sell the lot and its improvements to PACH for \$1. Disposition to PACH is anticipated to be completed by no later than 12/31/16. Subsequent to disposition, HACA will continue to use one building as its maintenance facility and attempt to rent the office building.

DISCUSSION and ANALYSIS

In addition to submitting the required HUD Inventory Removal Application Form, HACA must also amend its Annual PHA Plan (Plan) to acknowledge the disposition and to provide the HACA Resident Advisory Board (RAB) and the public the opportunity to comment on the proposed disposition.

In addition to amending the Plan to acknowledge the disposition, the language in the Plan describing HACA's project based voucher efforts is also being updated to reflect the most current status of those efforts. Both amendments are to Section B.2. of the Plan, New Activities, as follows:

HACA AGENDA ITEM NO.: 5-6.

“HACA plans to submit an Inventory Removal Application to HUD prior to 07/31/16. The application seeks to dispose of two non-residential buildings located on one site in the City of Hayward CA under Section 18 of the 1937 Act and 24 CFR part 970. One building is currently being used as HACA’s Maintenance Facility. The other is a vacant office building. The buildings are further described in PIC as Development No. CA0679999999 Office/Maintenance. Disposition to HACA’s non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH), is anticipated to be completed by no later than 12/31/16.

HACA has already disposed of all residential public housing units under Section 18 of the 1937 Act and 24 CFR part 970 and under the Rental Assistance Demonstration (RAD) Program. Retention of the buildings for which disposition is proposed is not in the best interests of the residents or HACA. The proposed disposition is in the best interest of the former public housing residents and is consistent with the goals of HACA and its PHA Plan as well as otherwise consistent with the 1937 Act.

HACA currently has a total of 415 HCV project-based units. HACA is in the process of project-basing 25 units in the city of Dublin and 25 in the city of Fremont in order to expand housing opportunities for homeless veterans in higher-cost opportunity areas.

HACA is also in the process of project-basing 12 units in the city of Emeryville for families, 30 units in Fremont for seniors, possibly 15 units in the city of Hayward for families, 5 units in the city of Hayward for persons with disabilities, up to 62 units in the city of San Leandro for seniors, approximately 50 units in the city of Dublin for seniors or families, approximately 28 units in the city of Emeryville for seniors, approximately 16 units in the city of Fremont for families, and, approximately 25 units in the city of Fremont for families, veterans or persons with disabilities.

HACA may project-base additional units in non-impacted census tracts, higher-cost opportunity areas and neighborhoods undergoing revitalization for persons with disabilities, the elderly and families. It has also applied for 50 replacement housing vouchers that it plans to project-base to replace 50 public housing units being disposed of by the City of Pleasanton Housing Authority (Kottinger Place).”

On June 29, 2016, Staff consulted with the Resident Advisory Board (RAB) regarding the proposed amendment. No changes to the amendment are proposed as a result of the consultation with the RAB. Staff recommends that your Commission conduct a public hearing, for which the required notice has been published, and approve the proposed amendment.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 10-16

RESOLUTION AMENDING THE HOUSING AUTHORITY'S ANNUAL PUBLIC HOUSING AGENCY PLAN FOR THE JULY 1, 2016 - JUNE 30, 2017 FISCAL YEAR TO INCORPORATE PROVISIONS FOR THE SUBMISSION OF AN INVENTORY REMOVAL APPLICATION TO HUD FOR THE 29800 MISSION BOULEVARD SITE AND TO UPDATE HACA'S PROJECT-BASED VOUCHER ACTIVITIES

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") requires that housing authorities submit an annual Public Housing Agency Plan ("PHA Plan"); and

WHEREAS, the Housing Authority of the County of Alameda ("HACA") submitted its annual PHA Plan to HUD for the fiscal year beginning July 1, 2016 on March 29, 2016; and

WHEREAS, a significant amendment to HACA's PHA Plan is required in order to incorporate provisions for the submission of an inventory removal application to HUD for HACA's 29800 Mission Boulevard site in Hayward, California; and

WHEREAS, a significant amendment to HACA's PHA Plan is required in order to update the activities that HACA has undertaken to increase the number of HCV project-based voucher units in HACA's jurisdiction; and

WHEREAS, the significant amendment to HACA's PHA Plan was made available for public inspection, the HACA Resident Advisory Board ("RAB") met on June 29, 2016 to review and comment on the proposed amendment, and a public hearing to discuss the proposed significant amendments to HACA's PHA Plan was held;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby adopt the proposed significant amendment to its PHA Plan as presented and authorizes the Executive Director or her designee to 1) sign and submit the amended annual PHA Plan to HUD and 2) sign and submit any other documents or information requested by HUD and 3) execute any and all documents that may be required to complete the annual PHA Plan amendment approval process.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 20th day of July 2016 by the following vote:

AYES:

NOES:

EXCUSED:

ABSTAINED:

ABSENT:

Attest:

Christine Gouig
Executive Director

Housing Commission Chairperson

Adopted:

Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 02/29/2016
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**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning ___ July 1, 2016 __, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/TMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the County of Alameda
PHA Name

CA067
PHA Number/HA Code

 X Annual PHA Plan for Fiscal Year 20 16

 5-Year PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official	Title
Pat Gacoscos	Housing Commission Chairperson
Signature	Date
	07/20/2016

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Housing Authority of the County of Alameda</u> PHA Code: <u>CA067</u></p> <p>PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2016</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>0</u> Number of Housing Choice Vouchers (HCVs) <u>6228</u></p> <p>Total Combined <u>6228</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:																											

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission? Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination. <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention. <input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy. <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below: Other Policies that Govern Eligibility, Selection, and Admission: Modified as necessary to conform to new or revised HUD regulations. Financial Resources: Modified to reflect new budget and operating experience since last Annual PHA Plan submission.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development. <input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>HACA plans to submit an Inventory Removal Application to HUD prior to 07/31/16. The application seeks to dispose of two non-residential buildings located on one site in the City of Hayward CA under Section 18 of the 1937 Act and 24 CFR part 970. One building is currently being used as HACA's Maintenance Facility. The other is a vacant office building. The buildings are further described in PIC as Development No. CA0679999999 Office/Maintenance. Disposition to HACA's non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH), is anticipated to be completed by no later than 12/31/16. (Continued. See attached.)</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>Goal 5.2.1 Long-term financial viability of HACA's remaining 72 PH units - Accomplished. Goal 5.2.2 Expand the supply of assisted housing - Continuing. See B.2 above for progress to date. Goal 5.2.3 Increase access to available assistance through implementation of cloud-based, always-open housing assistance application. Programming is complete; dependent on platform provider (Zoho Creator) correcting language translation limitations in platform. Goal 5.2.4. Validate the cost-effectiveness of the HACA Family Self-Sufficiency (FSS) Program - Ongoing as part of multi-year HUD national assesment with MDRC. Goal 5.2.5 Assist as many qualified families as possible - Ongoing. Goal 5.2.6 Fully implement the Violence Against Women Act - Fully implemented and ongoing.</p>

Housing Authority of the County of Alameda – CA067
Streamlined Annual PHA Plan for Fiscal Year Beginning 7/1/2016
Revised Annual Submission

B.2. New Activities (continued)

HACA has already disposed of all residential public housing units under Section 18 of the 1937 Act and 24 CFR part 970 and under the Rental Assistance Demonstration (RAD) Program. Retention of the buildings for which disposition is proposed is not in the best interests of the residents or HACA. The proposed disposition is in the best interest of the former public housing residents and is consistent with the goals of HACA and its PHA Plan as well as otherwise consistent with the 1937 Act.

HACA currently has a total of 415 HCV project-based units. HACA is in the process of project-basing 25 units in the city of Dublin and 25 in the city of Fremont in order to expand housing opportunities for homeless veterans in higher-cost opportunity areas.

HACA is also in the process of project-basing 12 units in the city of Emeryville for families, 30 units in Fremont for seniors, possibly 15 units in the city of Hayward for families, 5 units in the city of Hayward for persons with disabilities, up to 62 units in the city of San Leandro for seniors, approximately 50 units in the city of Dublin for seniors or families, approximately 28 units in the city of Emeryville for seniors, approximately 16 units in the city of Fremont for families, and, approximately 25 units in the city of Fremont for families, veterans or persons with disabilities.

HACA may project-base additional units in non-impacted census tracts, higher-cost opportunity areas and neighborhoods undergoing revitalization for persons with disabilities, the elderly and families. It has also applied for 50 replacement housing vouchers that it plans to project-base to replace 50 public housing units being disposed of by the City of Pleasanton Housing Authority (Kottinger Place).

B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>The Independent Audit Report for FY 2013-2014 found that one file out of the sampling tested was one month late in its annual HQS inspection. The late inspection occurred due to a change to permitted biennial inspections. HACA implemented a corrective action plan and HUD closed the finding on July 30, 2015.</p>
Other Document and/or Certification Requirements.	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.4	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>HACA no longer administers public housing.</p>

Instructions for Preparation of Form HUD-50075-HP

Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

☐ **Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Disposition Application – 29800 Mission Blvd, Hayward

Exhibits Attached: - Resolution No. 11-16
 - Attachment A: Disposition Application

Recommendation: Adopt Resolution Approving and Authorizing Submittal of the
Disposition Application to HUD

BACKGROUND

HACA's Public Housing Program owns the lot at 29800 Mission Boulevard, Hayward CA, on which are HACA's Maintenance Facility, a vacant office building that, decades ago, was HACA's Administrative Office and a paved parking area.

The last of HACA's Public Housing units (72 units) were recently disposed of to HACA's non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH), through HUD's Rental Assistance Demonstration Program (RAD). Other units (158 units) were disposed of earlier under Section 18 of the 1937 Housing Act and 24 CFR part 970. As a result, HACA no longer owns or operates any Public Housing. Consequently, retention of the lot and its improvements (the two buildings and associated parking) *in the Public Housing Program* is not in the best interests of the residents or HACA.

DISCUSSION and ANALYSIS

HACA proposes to sell the 29800 Mission Boulevard lot and its improvements to PACH for \$1. Disposition to PACH is anticipated to be completed by no later than 12/31/16. Subsequent to disposition, HACA will continue to use one building as its maintenance facility and will attempt to rent the office building.

As described in Agenda Item 5-6., on June 29, 2016, staff consulted with the Resident Advisory Board (RAB) regarding the proposed amendment. The RAB received the information about the proposed disposition and did not challenge it or any component of it.

HUD requires that a letter from the City of Hayward mayor be attached to the application, indicating that the local government is in agreement with the proposal. Mayor Halliday's June 14, 2016 letter of support is attached for your information.

HACA AGENDA ITEM NO.: 5-7.

Finally, HUD regulations also require the City of Hayward to prepare an Environmental Review (ER) documenting exemption from, or compliance with, certain environmental regulations in connection with the disposition application. The City of Hayward is currently preparing the ER, which will be separately submitted to HUD by August 31, 2016.

Staff recommends that your Commission adopt Resolution No. 11-16 approving and authorizing submittal of the attached application to HUD. (Note: appraisal of the property is currently incomplete and will be completed before submittal of the application.) Staff's objective is to submit the application to HUD by July 31, 2016.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 11-16

**APPROVING AND AUTHORIZING THE SUBMITTAL OF THE DISPOSITION APPLICATION
TO DISPOSE OF THE SITE LOCATED AT 29800 MISSION BOULEVARD IN HAYWARD, CALIFORNIA,
HUD PROJECT NUMBER CA0679999999**

WHEREAS, the Housing Authority of the County of Alameda (“HACA”) operated 230 units under the U.S. Department of Housing and Urban Development (“HUD”) Public Housing program; and

WHEREAS, funding in the Public Housing program was inadequate for the long-term preservation of HACA’s public housing assets; and

WHEREAS, HACA disposed of and converted its 230 units from the Public Housing program to the more soundly structured and funded Section 8 Project-Based Voucher program and transferred these 230 units to its non-profit instrumentality Preserving Alameda County Housing, Inc. (“PACH”); and

WHEREAS, HACA no longer owns or operates any Public Housing; and

WHEREAS, a lot, located at 29800 Mission Boulevard in Hayward, California, consisting of HACA’s Maintenance Facility, a vacant office building and a paved parking area (“Site”) remains under the Public Housing program; and

WHEREAS, HACA is proposing to dispose of and sell the Site to PACH through the submittal of a Disposition Application to HUD; and

WHEREAS, HACA has consulted with the Resident Advisory Board (“RAB”) and the RAB has no objections to the disposition proposal; and

WHEREAS, HACA has consulted with the local government and the mayor of the City of Hayward issued a letter of support on June 14, 2016;

Housing Authority of the County of Alameda

Resolution No. XX-16: Resolution Approving and Authorizing the Submittal of a Disposition Application to Dispose of the Site Located at 29800 Mission Boulevard in Hayward, California (HUD Project No. CA0679999999)

Page 2

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda hereby approves the disposition of the lot located at 29800 Mission Boulevard in Hayward, California, consisting of HACA's Maintenance Facility, a vacant office building and a paved parking area.

BE IT FURTHER RESOLVED, that the Executive Director or her designee is hereby authorized to execute and submit the Disposition Application, any and all certifications, any and all documents required by HUD and any and all documents necessary to effectuate the sale and transfer of the Disposition Property to Preserving Alameda County Housing, Inc.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 20th day of July 2016 by the following vote:

AYES:

NOES:

EXCUSED:

ABSTAINED:

ABSENT:

Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted:

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Housing Authority Personnel Rule Revision Regarding Management
Vacation Sell Back Benefit

Exhibits Attached: Language Excerpt From Personnel Rule Section 3.17.3 Reflecting
Revisions

Recommendation: Approve Language Revision for Personnel Rule Section 3.17.3

Financial Statement: No additional cost

BACKGROUND

The Housing Authority's Personnel Rules contain provisions regarding paid leave and other benefits for management employees. One particular provision gives managers the ability to sell back accrued vacation for an equivalent cash payment. The existing language does not accurately reflect the current intent of how this benefit is to be administered.

DISCUSSION and ANALYSIS

Section 3.17.3 of the Personnel Rules allows management employees to sell back accrued vacation of up to a maximum of 15 days per fiscal year. The intent of the recommended revisions is to update the existing language to accurately reflect how this benefit is intended to be implemented and administered. In addition, it was discovered that the Alameda County Employees' Retirement Association (ACERA) needed clarification regarding the Housing Authority's intent as to how the vacation sell back provision was being administered.

The primary revision includes increasing the amount of accrued vacation employees are able to sell back each fiscal year and converting that amount from days to hours. References to accrued vacation in other Housing Authority policies and procedures are generally made in hours rather than days.

Attached is the tracked version of the revisions to Personnel Rule 3.17.3 for your reference.

RECOMMENDATION

Staff recommends your Commission approve the proposed language revisions in Personnel Rule 3.17.3.

Section 3.17 PERSONS IN "M" DESIGNATED CLASSIFICATIONS

Notwithstanding any other provision of these Rules, only persons occupying positions in classifications for which the schedule or salary includes the suffix "M" shall be subject to the provisions of this Section and following sub-Sections. The provisions of this Section are not intended to and do not establish vested or contractual rights and are subject at any time to change or repeal by the Housing Commission without the substitution of comparable benefits.

3.17.1 Each employee shall receive the salary determined by the Housing Commission.

3.17.2 Each employee shall have a work week of 40 hours. The 80 hour pay period may be flexibly scheduled consistent with the operating needs of the Department, with the approval of the Executive Director.

3.17.3 Management employees are eligible to sell back accrued vacation subject to the following conditions:

- a. Each employee may sell back the equivalent of up to a maximum of 300 hours of vacation per fiscal year.
- b. Each sell back transaction may range from 1 to 300 hours not to exceed the per fiscal year maximum; and
- c. Employees may only sell accrued vacation hours.

3.17.4 Each employee shall receive three days of paid leave of absence in each fiscal year, such days to be selected by the person, subject to the approval of the Executive Director and to be taken within that fiscal year only; provided, however, that any employee appointed after the start of the fiscal year shall receive paid leave of absence prorated at the rate of .92 hour for each bi-weekly pay period thereafter to be worked full-time during the remainder of the fiscal year.

3.17.5 Each employee shall be provided without charge one physical examination per calendar year to be administered by medical staff under contract with the Authority.

3.17.6 Each employee regularly scheduled to work at least 50% of the full-time schedule shall be eligible for health and dental benefits coverage by benefit providers selected by the Housing Authority including coverage for dependents. Premium payment toward such health benefit coverage shall not be greater than the full premium cost for the Kaiser Permanente Health Maintenance Organization coverage under contract. Such coverage is subject to the provisions, conditions, and limitations of the benefit provider's contract. Employees who chose to forgo health coverage shall receive \$100 per pay period.

3.17.7 Each employee shall be provided at the Housing Authority's expense Group Life Insurance and Group Accidental Death and Dismemberment Insurance in the amount of \$50,000.00 by an insurer selected by the Housing Authority.

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HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Procurement Award Information

Exhibits Attached: None

Recommendation: Contract Award to Howroyd-Wright Employment Agency, Inc. DBA
AppleOne Employment Services
Fremont, California

Financial Statement: As indicated below

BACKGROUND

The information below is provided in accordance with the Housing Authority's Procurement Policy, which requires that procurement actions over \$150,000 be brought to your Housing Commission for approval.

DISCUSSION AND ANALYSIS

On June 16, 2016, staff issued a Request for Proposals to provide temporary staffing services on an as-needed basis. The scope of work required temporary staffing firms to conduct background checks, verify references and provide HACA with prospective candidates to interview prior to HACA making a selection.

Using a scoring sheet, staff evaluated the proposals received using the following criteria:

- 1) Experience providing similar staffing services;
- 2) Pricing Structure;
- 3) Client References;
- 4) Minority, Woman or Disabled Veteran owned business and Emerging Small Business;
- 5) Section 3 Participation; and
- 6) Responsiveness to RFP requirements

HACA AGENDA ITEM NO.: 5-9.

Dynamic Office & Accounting Solutions of Danville, CA and AppleOne Employment Services of Fremont, CA were the two (2) firms with the highest scores. Those firms were interviewed to gain greater insight regarding the firm's ability to meet HACA's temporary staffing needs. Apple One Employment Services (AppleOne) was selected for the following reasons:

- 1) Through their work with other public housing agencies and non-profit housing management companies, they have experience providing temporary staff for specialized positions such as Eligibility Technician and Housing Specialist;
- 2) AppleOne has a network of ten offices in the Bay Area from which to pull qualified applicants;
- 3) AppleOne's experience affords them a clear understanding of the skill set required for positions such as Eligibility Technician, as evidenced by a credible assessment of pay scales for HACA positions; and
- 4) AppleOne's mark-up is competitive for temporary employees they source and significantly lower for temporary employees referred by HACA.

After checking references, tax identification information, legal name, ability to receive government contracts, and required insurance, the most qualified vendor was AppleOne Employment Services. HACA's experience using this vendor has been positive. The vendor has met HACA's temporary staffing needs, while consistently providing excellent service.

Commission Action

Staff recommends your Commission select AppleOne Employment Services as HACA's temporary staffing vendor and authorize the Executive Director to negotiate and enter into a contract with Howroyd-Wright Employment Agency, Inc. DBA AppleOne Employment Services for an amount not to exceed \$225,000.00. This expense is included in the fiscal year's budget and allocated to the appropriate program(s) as contract service-temporary service.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended June 30, 2016

Recommendation: Receive Report

Financial Statement: \$9,011,074 invested at an Average Monthly Yield ranging from 0.24% to 0.46% (excluding FSS Escrow Participant Accounts)

BACKGROUND

Public agencies are required to file an investment policy with their governing boards and to provide quarterly financial reports on the status of the agency's investments and to certify to their compliance with the approved investment policy.

DISCUSSION AND ANALYSIS

The investment portfolio report that is attached reflects the investments at the quarter ending June 30, 2016 for each program that HACA administers. \$2.95M, or 33% of the total portfolio, is invested in Union Bank commercial paper, \$2.33M, or 26%, in various issuers' certificates of deposit (CD) and \$3.73M, or 41%, in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program had no funds invested at the end of the reported quarter. The re-establishment of HUD-held program reserves and the very small, if any, balance of Unrestricted Net Position (UNP) on hand has caused declining amounts available for investment and the duration to maturity to be shorter.

The Housing Development Fund has a total investment of \$3.7M, which is 41% of the total investment portfolio and entirely in LAIF.

PACH has a total investment of about \$4.1M, which is 46% of the total investment portfolio. Funds from the RAD conversion were used to establish the required replacement reserve in the amount of \$2.3M and are invested in laddered long-term CDs (2-5 years).

Ocean Avenue and Park Terrace investments are 2% and 11% of the total investment, respectively.

The FSS Participant Escrow Accounts are maintained in a savings account, in accordance with HUD regulations, at Union Bank.

Housing Authority of Alameda County
Investment Portfolio
For the Quarter ended June 30, 2016

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
PACH	Union Bank N.A. Commercial Paper	\$ 1,799,268.00	0.24010%	7/7/16
PACH - RAD	Certificate of Deposits (various issuers)	\$ 2,330,000.00	various	2-5 years
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 149,939.00	0.24010%	7/5/16
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,593.33	0.24010%	7/5/16
	Sub-total	\$ 5,278,800.33		
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 3,732,273.57	0.46000%	N/A
TOTAL		\$ 9,011,073.90		

The above investment portfolio is in compliance with the policy approved by the Housing Commission.



Christine Gouig
Executive Director

7-12-16

Date

BUDGET STATUS

REPORT

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Administrative Budget Status Report FYE 2015-2016
April 2016

FY 2016 - HCV OPERATING BUDGET	Budgeted @ 4/30/2016	Actual @ 4/30/2016	OVER (UNDER)	PROJECTED TO 6/30/16	SCH. NO.	2015 BUDGET	2016 BUDGET	DIFFERENCE
INCOME								
Investment Income	613	600	(13)	720	A1	1,680	735	(945)
Misc. Income	269,748	278,859	9,111	334,631	A1	346,000	323,698	(22,302)
Grant Income	0	0	0	0		350,000		(350,000)
Administrative Fee Income	5,372,658	5,788,177	415,519	6,968,286	A	6,697,025	6,447,189	(249,836)
TOTAL INCOME	5,643,019	6,067,636	424,618	7,303,637		7,394,705	6,771,622	(623,083)
EXPENSES								
Administration								
Salaries	(3,161,997)	(3,002,918)	159,080	(3,821,998)	B-1& 2	(4,035,794)	(3,794,397)	241,397
Other Admin.	(1,281,919)	(1,244,905)	37,014	(1,493,886)	C-1&2	(1,337,122)	(1,538,303)	(201,181)
Total	(4,443,917)	(4,247,823)	196,094	(5,315,884)		(5,372,915)	(5,332,700)	40,215
General								
Insurance	(169,975)	(149,883)	20,092	(179,860)	E	(203,253)	(203,970)	(717)
Employee Benefits	(1,770,719)	(1,835,216)	(64,498)	(2,252,311)		(2,098,613)	(2,124,862)	(26,250)
Miscellaneous	0	0	0	0		0	0	0
Total	(1,940,694)	(1,985,099)	(44,406)	(2,432,170)		(2,301,865)	(2,328,832)	(26,967)
Total Routine Expenses	(6,384,610)	(6,232,922)	151,688	(7,748,055)		(7,674,781)	(7,661,532)	13,248
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(6,384,610)	(6,232,922)	151,688	(7,748,055)		(7,674,781)	(7,661,532)	13,248
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						(280,075)	(889,910)	
NET INCOME (DEFICIT)	(741,592)	(165,286)	576,306	(444,418)		(280,075)	(889,910)	(609,835)

Unrestricted Net Position @ 6/30/15
Projected Income (Deficit) @ 6/30/16
Projected Unrestricted Net Assets @ 6/30/16

(3,828,855)
(444,418)
\$ (4,273,273)

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Administrative Budget Status Report FYE 2015-2016
May 2016

FY 2016 - HCV OPERATING BUDGET	Budgeted @ 5/31/2016	Actual @ 5/31/2016	OVER (UNDER)	PROJECTED TO 6/30/16	SCH. NO.	2015 BUDGET	2016 BUDGET	DIFFERENCE
INCOME								
Investment Income	674	602	(72)	657	A1	1,680	735	(945)
Misc. Income	296,723	323,598	26,875	353,017	A1	346,000	323,698	(22,302)
Grant Income	0	0	0	0		350,000		(350,000)
Administrative Fee Income	5,909,923	6,365,996	456,073	6,954,534	A	6,697,025	6,447,189	(249,836)
TOTAL INCOME	6,207,320	6,690,196	482,876	7,308,208		7,394,705	6,771,622	(623,083)
EXPENSES								
Administration								
Salaries	(3,478,197)	(3,355,080)	123,117	(3,911,064)	B-1&2	(4,035,794)	(3,794,397)	241,397
Other Admin.	(1,410,111)	(1,354,005)	56,107	(1,477,096)	C-1&2	(1,337,122)	(1,538,303)	(201,181)
Total	(4,888,308)	(4,709,085)	179,224	(5,388,160)		(5,372,915)	(5,332,700)	40,215
General								
Insurance	(186,973)	(182,300)	4,673	(198,873)	E	(203,253)	(203,970)	(717)
Employee Benefits	(1,947,790)	(2,041,163)	(93,373)	(2,296,309)		(2,098,613)	(2,124,862)	(26,250)
Miscellaneous	0	0	0	0		0	0	0
Total	(2,134,763)	(2,223,463)	(88,700)	(2,495,181)		(2,301,865)	(2,328,832)	(26,967)
Total Routine Expenses	(7,023,071)	(6,932,548)	90,523	(7,883,341)		(7,674,781)	(7,661,532)	13,248
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(7,023,071)	(6,932,548)	90,523	(7,883,341)		(7,674,781)	(7,661,532)	13,248
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						(280,075)	(889,910)	
NET INCOME (DEFICIT)	(815,751)	(242,351)	573,399	(575,134)		(280,075)	(889,910)	(609,835)

Unrestricted Net Position @ 6/30/15

Projected Income (Deficit) @ 6/30/16

Projected Unrestricted Net Assets @ 6/30/16

(3,828,855)

(575,134)

\$ (4,403,989)

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: July 20, 2016

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract Report; Section 8 Average Contract Rent Report; Fraud Payments Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of July 1, 2016, the Section 8 Housing Choice Voucher program had 6,015 units under contract. The fiscal year-to-date lease-up average is 96.58% units as of July 1, 2016. The budget authority use average through May 2016 is 103%.
- **Program Utilization:** As of July 1, 2016, the average HAP subsidy was \$1,220 and the average tenant-paid rent portion was \$472 for an average Contract Rent of \$1,694. Amounts vary by \$1 due to rounding.
 - ❖ As of July 1, 2016, HACA had 60 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of July 1, 2016, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 297 incoming portability contracts. The number is dropping as HACA absorbs older port-in contracts in order to increase its lease-up, which has been dropping due to skyrocketing rents in the county and the inability of tenants to locate affordable units.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$21,807.68 for the month of May 2016. A total of \$71,673.94 was retained over this fiscal year.
- **Landlord Rental Listings:** As of July 5, 2016 there were 715 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were no new landlords added to the Section 8 program this month. There were only seven active properties listed as of July 5, 2016.

HACA AGENDA ITEM NO.: 5-12.

- **Housing Quality Standards (HQS) Abatements:** During the second quarter of 2016 HACA abated seven HAP contracts for non-compliance with HQS.

FAMILY SELF SUFFICIENCY (FSS)

In June, the FSS Department held two workshops. One workshop was presented by Attorney Vernon Goins on estate planning, wills, trusts and advanced directives. The other workshop was presented by Planned Parenthood on reproductive health, healthy relationships and communication, as well as information on Planned Parenthood's services.

The FSS Department will be having its annual Health and Resource Fair here at HACA on Saturday, July 23, 2016 from 10:30 a.m. to 1:00 p.m. This is always a popular event that features community vendors who provide information and mini workshops. Additionally, children in attendance will be invited to draw posters for NAHRO's annual poster contest, receive a free backpack with school supplies and visit fire trucks brought to HACA's parking lot by the Hayward Fire Department. All Commissioners are welcome to drop by for this great event.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 and Housing Assistance Payments (HAP) Report for the Month of June 2016

City	Certificates		Vouchers		June 2016 TOTAL		June 2015	June 2014
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	26	\$29,432	26	\$29,432	27	29
Castro Valley	11	\$11,748	197	\$223,004	208	\$234,752	210	225
Dublin	3	\$3,204	352	\$398,464	355	\$401,668	357	358
Emeryville	6	\$6,408	150	\$169,800	156	\$176,208	130	120
Fremont	22	\$23,496	1,033	\$1,169,356	1,055	\$1,192,852	1,079	1,173
Hayward	116	\$123,888	1,867	\$2,113,444	1,983	\$2,237,332	2,060	2,286
Newark	4	\$4,272	213	\$241,116	217	\$245,388	225	243
Pleasanton	3	\$3,204	109	\$123,388	112	\$126,592	110	119
San Leandro	17	\$18,156	1,424	\$1,611,968	1,441	\$1,630,124	1,470	1,535
San Lorenzo	0	\$0	191	\$216,212	191	\$216,212	198	218
Union City	4	\$4,272	735	\$832,020	739	\$836,292	743	781
TOTALS	186	\$198,648.00	6,297	\$7,128,204.00	6,483	\$7,326,852.00	6,609	7,087

*Based on an average June Housing Assistance Payment (HAP) contract of \$1068 per certificate contract.

**Based on an average June Housing Assistance Payment (HAP) contract of \$1132 per voucher contract.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of June 2016

City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	26	\$1,415	\$1,110	\$305	22%
Castro Valley	183	\$1,639	\$1,178	\$460	28%
Dublin	274	\$1,747	\$1,302	\$445	25%
Emeryville	117	\$1,401	\$951	\$450	32%
Fremont	977	\$1,840	\$1,323	\$517	28%
Hayward	1842	\$1,593	\$1,145	\$448	28%
Newark	215	\$2,048	\$1,424	\$624	30%
Pleasanton	110	\$1,451	\$1,026	\$425	29%
San Leandro	1433	\$1,572	\$1,107	\$464	30%
San Lorenzo	193	\$1,894	\$1,427	\$466	25%
Union City	528	\$1,934	\$1,387	\$548	28%

*Some rents may vary by \$1 due to rounding

DEBT COLLECTIONS

2015-2016

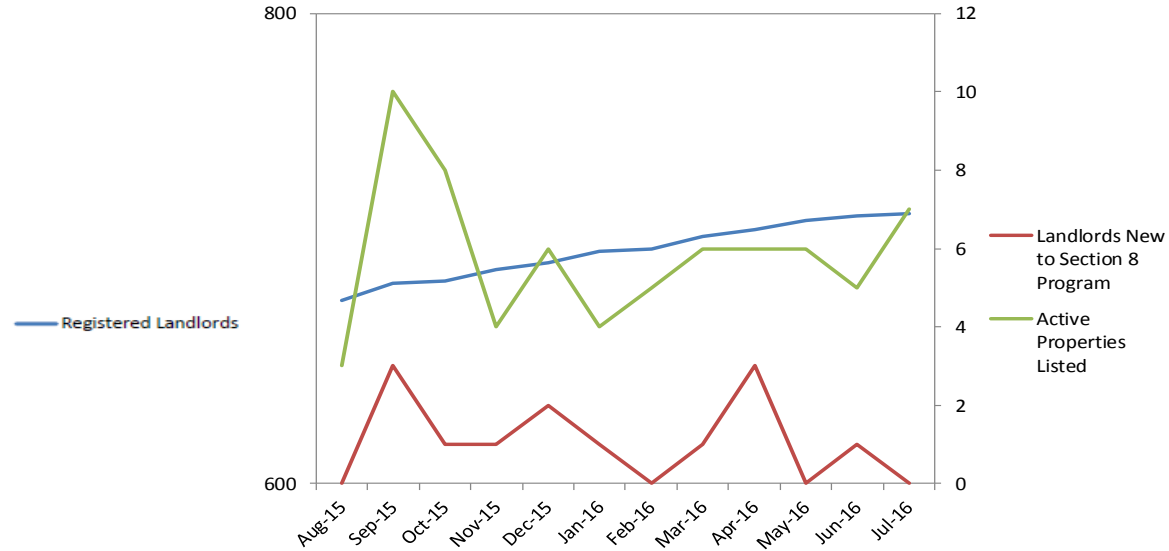
FYE 06/30/16

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY '16	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND
													TOTALS
<i>DAMAGE CLAIMS</i>	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$200.00
<i>FRAUD REPAYMENTS</i>	\$5,070.25	\$3,442.19	\$4,293.91	\$4,363.48	\$5,703.87	\$5,308.76	\$4,475.42	\$6,086.91	\$ 5,360.50	\$5,760.97	\$21,807.68		\$71,673.94
TOTALS	\$5,270.25	\$3,442.19	\$4,293.91	\$4,363.48	\$5,703.87	\$5,308.76	\$4,475.42	\$6,086.91	\$5,360.50	\$5,760.97	\$21,807.68	\$0.00	\$71,873.94

Landlord Rental Listing Report

Monthly

	8/3/2015	9/1/2015	10/1/2015	11/2/2015	12/1/2015	1/4/2016	2/1/2016	3/1/2016	4/1/2016	5/2/2016	6/1/2016	7/5/2016
Registered Landlords	678	685	686	691	694	699	700	705	708	712	714	715
Landlords New to Section 8 Program	0	3	1	1	2	1	0	1	3	0	1	0
Active Properties Listed	3	10	8	4	6	4	5	6	6	6	5	7





To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: July 5, 2016

Program Summary	June 2016
Total Clients Under Contract:	147
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$17,406.03
Ports In:	0
Ports Out:	2
Terminations:	0
New Contracts:	2

FSS PROGRAM NEWS:

Workshops

On Thursday, June 16, 2016, Attorney Vernon Goins presented a workshop on Estate Planning, Wills and Trusts in HACA's boardroom. Mr. Goins shared his knowledge of the importance of estate planning, wills, trusts and advanced directives.

On Saturday June 25, 2016, Planned Parenthood presented a workshop in HACA's boardroom on health and relationships. The topics included reproductive health, healthy relationships and communication, as well as Planned Parenthood's services.

Annual Health and Resource Fair

The FSS team is finalizing the details of our annual Health and Resource Fair. The event is scheduled to take place at HACA on Saturday, July 23, 2016. All Commissioners are welcome to drop by. The event will begin at 10:30 a.m. and end at 1:00 p.m. Community vendors with information tables, mini workshops, poster drawings and a free backpack with school supplies are some of the activities planned for the parents and children. A few of the vendors include: Hayward Fire Department, Life Coach Gloria Brown, Eden Area One Stop Career Center and Campions for Change Network for a Healthy California.

Case Management Referrals = 6
Job Lead Referrals = 112

ATTACHMENT A

**Inventory Removal
Application**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0075
(exp. 10/31/2017)

Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required to request permission to remove from inventory all or a portion of a public housing development (i.e. dwelling unit(s), non-dwelling property or vacant land) owned by a Public Housing Agency (PHA). The information requested in this application is based on requirements of Sections 18, 22, 32, and 33 of the United States Housing Act of 1937 as amended ("Act"), 24 CFR Parts 906, 970, and 972 (HUD Regulations), and HUD's interest in property of PHAs under Annual Contribution Contracts and Declarations of Trust. HUD will use this information to determine whether, and under what circumstances, to permit PHAs to remove from their inventories all or a portion of a public housing development, as well as to track removals for other record keeping requirements. Responses to this collection of information are statutory and regulatory to obtain a benefit. Please refer to the instructions for each section for additional guidance on how to complete this application. HUD approval of the proposed removal from inventory action in this application does not constitute HUD approval for funding of the proposed action. All capitalized terms not defined in this form have the meanings as defined in the Act and HUD Regulations. The information requested does not lend itself to confidentiality.

Section 1: General Information		
PHA Name: Housing Authority of the County of Alameda		Date of Application:
PHA Address:		
No. and Street: 22941 Atherton St	City and State: Hayward, CA	Zip Code: 94541
Phone Number: 510.727.8541	Fax Number: 510.727.8554	E-mail Address: rondion@haca.net
Executive Director's Name: Christine Gouig	Executive Director's Phone Number: 510.727.8513	Executive Director's Email: chrisg@haca.net
Primary Contact's Name: Ronald Dion	Primary Contact's Phone Number: 510.727.8541	Primary Contact's Email: rondion@haca.net

Section 2: Long-Term Possible Financial Impact of Proposed Action
1. Operating Subsidy In FY 2015, this PHA received \$ 251.55 per unit in operating subsidy. This PHA realizes that after HUD approves this proposed action, this PHA's operating subsidy will decrease by \$ 0 /year (number of units subject to this proposed action X subsidy per unit)
2. Capital Fund Program (CFP) In FY 2015, this PHA received \$ 2.586 per unit in CFP funds. This PHA realizes that after this proposed action takes place, CFP funds will decrease by approximately \$ 0 /year (number of units subject to this proposed action X CFP funds/unit):

Section 3: PHA Board Resolution, Environmental Review, and Government Consultation
PHA Board Resolution
1. Board Resolution Number: 11-16 2. Date of PHA Board Resolution: 07/20/16 <i>*Attach a copy of the PHA Board Resolution and reference it as Section 3, line 1.</i>
Environmental Review
3. Identify the Responsible Entity that is conducting the environmental review under 24 CFR 58: City of Hayward CA Or if HUD is conducting the environmental review under 24 CFR 50, check here:

Provide attachments as needed. All attachments
must reference the Section and line
number to which they apply. Previous versions obsolete

Page 1 of 26

Form HUD-52860 (8/2008)

Government Consultation
<p>4. This PHA covers the following jurisdictions (list all municipalities, counties, etc.): Alameda County except the cities of Alameda, Berkeley, Livermore and Oakland.</p> <p><i>*Attach a narrative describing the PHA's consultation with all Appropriate Government Officials (AGOs) and reference it as Section 3, line 4.</i></p>
<p>5. This PHA has obtained all necessary Letters of Support from all Appropriate Government Official(s) about this proposed action and the Letter(s) of support is (are) dated (mm/dd/yy) 08/14/18</p> <p><i>*Attach copies of all Letters of Support from the AGOs and reference them as Section 3, line 5.</i></p>

Section 4: Description of the Existing Development				
1. Name of the Development: Nidus and Dyer				
2. Development Number: CA067				
3. Date of Full Availability: 10 01 1990				
4. No. of Residential Building: 0				
5. No of Non-Residential Building: 2				
6. Date Constructed: 08 01 1981				
7. Is the Development a Scattered Site: Yes No X				
8. No. of Building Types: Single Family Houses Duplexes 3-Plexes 4-plexes Other (explain) Maint & Office				
9. No. of Types of Structures Row House Units Walk-Up Units High Rise Unit				
10. Total Acres of the Development: .82				
11. Existing Unit Distribution	Family Units	Elderly Units	Total Units Being Used for Non-Dwelling Purposes	Total Units in Development
0 Bedroom	0	0	0	0
1 Bedroom	0	0	0	0
2 Bedrooms	0	0	0	0
3 Bedrooms	0	0	0	0
4 or more Bedrooms	0	0	0	0
Total *	0	0	0	0
*Enter in Section 6, line 1b				

Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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Section 5: Description of Proposed Action by Development, Method of Sale, Value, and Net Proceeds**1. Type of action proposed: Check One:**

- ☐ Complete Demolition
☐ Partial Demolition
☒ Disposition Only
☐ Demolition and Disposition
☐ De Minimis Demolition
☐ Required Conversion
☐ Voluntary Conversion
☐ Homeownership
☐ Eminent Domain Proceeding
☐ HOPE VI Demolition
☐ Disposition—24 CFR 941-Subpart F Exception
☐ Casualty Loss

2. Proposed Action by Unit Type	Units to be Demolished Only	Units to be Disposed of Only
0 Bedroom—Elderly	0	0
0 Bedroom—Family	0	0
1 Bedroom—Elderly	0	0
1 Bedroom—Family	0	0
2 Bedrooms—Elderly	0	0
2 Bedrooms—Family	0	0
3 Bedrooms—Family	0	0
4 or more Bedrooms—Family	0	0
Total *	0	0

*Enter in Section 6, line 1a

3. Proposed Action by Building Type	Buildings to be Demolished Only	Buildings to be Disposed of Only
Residential Buildings	0	0
Non-Residential Buildings	0	2
Total Buildings	0	2

Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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<p>4. If the proposed action involves a disposition, Total number of acres in proposed disposition: <u>82</u></p>														
<p>5. If the proposed action involves a partial removal of a Development, a site map is required. <i>*Attach a site map and reference it as Section 5, line 5.</i></p>														
<p>6. If the proposed action involves a partial removal of a Development, <i>*Attach a description of the property (address, building number, unit number) to be removed along with a narrative explaining why the PHA is proposing to remove this portion of the Development and reference it as Section 5, line 6</i></p>														
<p>Method of Sale</p> <p>If the PHA is proposing a disposition, answer questions No. 7-10:</p> <p>7. Which of the following describe the proposed disposition: A. <input type="checkbox"/> Disposition at Fair Market Value (FMV) B. <input checked="" type="checkbox"/> Disposition at less than Fair Market Value (e.g. donation) C. <input type="checkbox"/> Disposition which includes an exchange of property</p> <p>If B or C is checked, <i>*Attach a narrative providing a justification (which evidences public benefits to the PHA and its residents commensurate with the proposed compensation) and reference it as Section 5, line 7</i></p>														
<p>Value</p> <p>8. What is the value of the property subject to the proposed disposition action: \$ <u>1,170,000</u> <i>*Please attach required documentation verifying this value (e.g. appraisal) and reference it as Section 5, line 8.</i></p> <p>9. Was an appraiser used to determine the value for the property listed at Number 8 above? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <div style="text-align: right; margin-right: 100px;">Russell J. Sherwood and Dennis L. Smith</div> If Yes, name of appraiser who conducted the appraisal: _____ Date of appraisal: <u>06/08/16</u></p>														
<p>Net Proceeds</p> <p>10. Calculation of Net Proceeds:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Estimated Sales Price</td> <td style="width: 10%;">minus</td> <td style="width: 15%;">Debt</td> <td style="width: 10%;">minus</td> <td style="width: 15%;">Cost & Fees</td> <td style="width: 10%;">equals</td> <td style="width: 15%;">Estimated Net Proceeds</td> </tr> <tr> <td>\$ <u>1</u></td> <td>-</td> <td>\$ <u>0</u></td> <td>-</td> <td>\$ <u>0</u></td> <td>=</td> <td>\$ <u>1</u></td> </tr> </table> <p><i>*Attach an itemization of costs and fees (including relocation, moving, and counseling costs) to be paid out of gross proceeds and reference it as Section 5, line 10</i></p>	Estimated Sales Price	minus	Debt	minus	Cost & Fees	equals	Estimated Net Proceeds	\$ <u>1</u>	-	\$ <u>0</u>	-	\$ <u>0</u>	=	\$ <u>1</u>
Estimated Sales Price	minus	Debt	minus	Cost & Fees	equals	Estimated Net Proceeds								
\$ <u>1</u>	-	\$ <u>0</u>	-	\$ <u>0</u>	=	\$ <u>1</u>								
<p>11. How does this PHA propose to use Net Proceeds: <i>*Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11.</i></p>														
<p>12. If the proposed action involves a Demolition: (a) Total estimated cost of the Demolition: \$ _____ (include professional fees, hazardous waste removal, building and site improvements, actual demolition costs, and seeding and sodding of land, but do not include relocation costs or site improvements such as landscaping, playground, retaining walls, streets, sidewalks, etc.) (b) What source(s) of funding will the PHA use to pay for the cost of demolition? <input type="checkbox"/> Operating Funds for FY _____ <input type="checkbox"/> CFP for FY _____ <input type="checkbox"/> CDBG Funds <input type="checkbox"/> Other _____ <i>*If Other, attach a narrative explaining how the PHA will fund the demolition and reference it as Section 5, line 12.</i></p>														
<p>13. General Timetable: Complete the general timetable below based on the <u>number of days after HUD approval of</u> this proposed action that the PHA will engage in the following actions: (a) Begin Relocation of Residents: <u>N.A.</u> (b) Complete Relocation of Residents: <u>N.A.</u> (c) Execute contract for removal action (e.g. sales contract): <u>90 days</u> Cause occurrence of removal action (e.g. actual demolition, closing of sale): <u>90 days</u></p>														

Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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Section 6: Relocation
1. Occupied Units (a) Of the <input type="text"/> (copy number from Section 5, line 2) units proposed for removal, <input type="text"/> are occupied as of the date of this Application. <i>*Attach a narrative explaining the circumstances that resulted in the units becoming vacant and the relocation of the residents of the affected Development and reference it as Section 6, line 1(a).</i> (b) Of the <input type="text"/> (copy from Section 4, line 10) total units in the Development minus (copy from 1(a) above) <input type="text"/> to be removed, <input type="text"/> units will remain after removal. (c) Of the <input type="text"/> (copy from 1(b) above) units remaining after removal, <input type="text"/> are occupied as of the date of this Application.
If any units are listed as occupied in 1(a), complete questions 2-8
2. Individuals (including children) will be affected by this removal action.
3. How will the PHA provide counseling and advisory services to the affected residents? <i>*Attach a narrative explaining how the PHA will provide counseling and advisory services and reference it as Section 6, line 3.</i>
4. What housing resources/replacement housing does the PHA expect to use for relocation of the affected residents? Other Public Housing Housing Choice Vouchers Other <i>*Attach a narrative explaining how the PHA plans to provide relocation housing and reference it as Section 6, line 4.</i>
5. Estimated Cost of Counseling and Advisory Services: \$
6. Estimated Cost of Moving Expenses: \$
7. Total Cost of Relocation Expenses: \$
8. What source(s) of funding will the PHA use to pay for Relocation Expenses? <input type="checkbox"/> Operating Funds for FY <input type="text"/> CFP for FY <input type="text"/> Other <input type="text"/> <i>*If Other, attach a narrative explaining how the PHA will fund Relocation Expenses and reference it as Section 6, line 8.</i>
Section 7: Resident Consultation
1. Consultation with Residents at affected Development <i>*Attach a narrative explaining the PHA's consultation with the residents of the affected Development and reference it as Section 7, line 1.</i>
If proposed action is for Demolition and/or Disposition under Section 18 of the Act, complete questions 2-5
2. Resident Council (at affected Development) Provide the name of the Resident Council representing the residents of the affected Development: <input type="text"/> or if there is no Resident Council at this Development, check here <input checked="" type="checkbox"/> . <i>*Attach a narrative explaining the PHA's consultation with the Resident Council of the affected Development and reference it as Section 7, line 2.</i>
3. Resident Council (PHA jurisdiction-wide) Provide the name of the Resident Council representing the interests of the residents residing in units under the PHA's jurisdiction: <input type="text"/> or if there is no such Resident Council, check here <input checked="" type="checkbox"/> . <i>*Attach a narrative explaining the PHA's consultation with Resident Council (PHA jurisdiction-wide), and reference it as Section 7, line 3.</i>
4. Resident Advisory Board (RAB) (as defined by 24 CFR 903.13) <i>*Attach a narrative explaining the PHA's consultation with RAB and reference it as Section 7, line 4.</i>
5. Did the PHA receive any written comments concerning this proposed action from the residents of the affected Development, the Resident Council at the affected Development, the Resident Council (PHA jurisdiction-wide), or the RAB? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> . If yes, <i>*Attach those written comments, along with any evaluation the PHA has made of those comments and reference it as Section 7, line 5.</i>

Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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<p>Section 8: Offer of Sale (This Section must be completed for all Section 18 Dispositions, including dispositions in connection with Voluntary or Required Conversions that are subject to Section 18 requirements)</p> <p>1. Is this PHA exercising any of the exceptions to the offer of sale requirement permitted by 24 CFR 970.9(b)(3): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>2. If "Yes", check the exception below:</p> <p><input type="checkbox"/> 24 CFR 970.9 (b)(3)(i): a unit of state or local government requests to acquire vacant land that is less than two acres in order to build or expand its public services (a local government wishes to use the land to build or establish a police substation);</p> <p><input type="checkbox"/> 24 CFR 970.9 (b)(3)(ii): the PHA seeks disposition outside the public housing program to privately finance or otherwise develop a facility to benefit low-income families (e.g., day care center, administrative building, mixed-finance housing, or other types of low-income housing);</p> <p><input type="checkbox"/> 24 CFR 970.9 (b)(3)(iii): the units that have been legally vacated in accordance with the HOPE VI program, the regulations at 24 CFR Part 971, or the Required Conversion regulations at 24 CFR part 972, excluding developments where the PHA has consolidated vacancies;</p> <p><input type="checkbox"/> 24 CFR 970.9 (b)(3)(iv): the units are distressed units required to be converted to tenant-based assistance under Section 33 of the Act;</p> <p><input checked="" type="checkbox"/> 24 CFR 970.9 (b)(3)(v): the proposed disposition is of non-dwelling property, including administration and community buildings, and maintenance facilities.</p> <p><i>*Attach documentation supporting the above referenced exception and reference it as Section 8, line 2.</i></p> <p>3. If "No", state the names of all Established Eligible Organizations (as defined by 24 CFR 970.9(c)) for the affected Development, including the following organizations:</p> <p>Resident Council at affected Development: , or if none, check here</p> <p>Resident Management Corporation (as defined by 24 CFR 964) at affected Development: , or if none, check here</p> <p>Outside Organization acting on behalf of the residents of the affected Development (as defined by 24 CFR 964): , or if neither the Resident Council nor any outside organization has provided the PHA with any notification that the Resident Council has formed a partnership with an outside, check</p> <p><i>*Attach a narrative explaining how the PHA determined that the above named organizations are all of the Established Eligible Organizations representing the residents at the affected Development and reference it as Section 8, line 3.</i></p> <p>4. The PHA sent an initial written notification of the sale of the affected Development to each Established Eligible Organization on (mm/dd/yy) via <input type="checkbox"/> regular mail <input type="checkbox"/> certified mail. <i>*Attach a copy of each signed and dated initial written notification letter provided to Established Eligible Organizations and reference them as Section 8, line 4.</i></p> <p>5. The PHA received a written initial expression of interest (as defined by 24 CFR 970.11(b)) from one or more of the Notified Eligible Established Organization(s) within 30 days from the date it sent the initial written notification of sale: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>*If Yes, attach a copy of each initial expression of interest that the PHA received and reference as Section 8, line 5.</i></p> <p>6. The PHA received a proposal to purchase the affected Development from this Eligible Established Organization within 60 days of the date that it provided the organization with all necessary terms and information to prepare and submit a proposal to purchase the Development: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>*If yes, attach a copy of the proposal to purchase and reference them as Section 8, line 6.</i></p> <p>7. The PHA <input type="checkbox"/> Rejected or <input type="checkbox"/> Accepted the organization's proposal to purchase the affected the Development</p>
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Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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Section 9: Certification <i>*Attach a copy of the applicable Certification (as a scanned PDF file) for the specific inventory removal action identified in Section 5 of this Application.</i>
Section 18 Demolition/Disposition PHA Certification
Section 18 Disposition (24 CFR 941 Subpart F) PHA Certification
Section 32 Homeownership PHA Certification
Section 33 Required Conversion PHA Certification
Section 22 Voluntary Conversion PHA Certification
De Minimis Demolition PHA Certification
Eminent Domain PHA Certification

ADDENDUMS:

The following additional forms must be attached to your electronic submission of this 52860 Application for the inventory removal actions referenced below. Please attach these forms as a file, or scan the form and attach it as a PDF file

HUD-52860-B: Total Development Cost (TDC) Calculation	Attach for all Demolition actions and for all Disposition actions where the justification is obsolescence
HUD-52860-C: Homeownership	Attach for all actions involving homeownership
HUD-52860-D: Required Conversion	Attach for all actions involving the required conversion of public housing units
HUD-52860-E: Voluntary Conversion	Attach for all actions involving the voluntary conversion of public housing units
HUD-52860-F: Eminent Domain	Attach for all disposition actions involving eminent domain proceedings

Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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Instructions for completing the Inventory Removal Application (Form HUD-52860):

HUD's Special Applications Center (SAC) is responsible for reviewing and approving all proposed inventory removal actions covered by this Application. SAC is a center within the HUD's Office of Public Housing Investments (OPHI), which is within HUD's Office of Public and Indian Housing. Unless specifically approved by an authorized management agent of the SAC, PHAs must submit this Application on-line via the Inventory Removals Module of the Public and Indian Housing Information Center (PIC). See the PIC website at (www.hud.gov/offices/pih/systems/pic) for detailed instructions on this system. HUD is providing a paper copy of this application to assist PHAs with their on-line application and as a reference source to individuals and organizations without PIC access rights. These instructions constitute the processing requirements for each of the possible removal of inventory actions and provide explanations for those questions that may not be self-explanatory. Please complete the information requested for the proposed action being requested. If you have any questions about how to complete this application, contact an authorized management agent of the SAC.

Attachments:

Please provide all attachments requested in this application (as scanned PDF files). All attachments must reference the Section and line number to which they apply. For applications submitted on-line using the PIC system, attachments should include filenames that are no longer than 25 characters (including the file type ending, e.g., ".doc") and should conform to Windows Explorer file name rules (e.g. file names with spaces must be enclosed in quotation marks)

Example: Filename as shown in MS Word: PIC FAQ Ideas.doc;
 Filename to attach to PIC application: "PIC FAQ Ideas.doc"
 Alternatively, the file name can be revised by submitting underscores "_" for spaces.

Submission, Review, and Approval of Inventory Removal Actions:

Refer to the following chart for guidance submission, review, and approval of proposed inventory removal actions (Refer also to the Detail Matrix for application submission specifics):

Demolition and/or Disposition (Section 18)	--PHA submits application on-line via PIC --SAC reviews and approves application
Eminent Domain Proceeding	--PHA submits application on-line via PIC --SAC reviews and approves application
Disposition—24 CFR 941(Subpart F) (*After the Detailed Matrix, please see additional explanation about these dispositions)	--PHA submits application on-line via PIC --SAC reviews and approves application via a "streamlined" review and approval process (See Detailed Matrix)
Demolition—De Minimis Exception (In any 5 year period, a PHA may demolish 5% of its dwelling units or 5 dwelling units, whichever is less)	--PHA submits data sufficient to reflect the anticipated change in PHA inventory on-line via PIC --HUD approval not required, however, PHA must submit required data into PIC before commencing demolition
Demolition—HOPE VI Revitalization Exception	--Demolition approved by HUD as part of Revitalization; SAC staff enters data with the assistance of Grant Manager
Required Conversion (Section 33)	--PHA submits application on-line via PIC --PHA submits proposed action to HUD Field Office as part of its PHA Plan --SAC and OPHI review application & OPHI approves application
Voluntary Conversion (Section 22)	--PHA submits application on-line via PIC --PHA submits proposed action to HUD Field Office as part of its PHA Plan --SAC and OPHI review application & OPHI approves application
Homeownership (Section 32)	--PHA submits application on-line via PIC --SAC reviews and approves application
Casualty Loss	--PHA submits data sufficient to reflect the change in PHA inventory as a result of the damaged units on-line via PIC (Any replacement units due to casualty loss will be assigned a new Development Number)

Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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Detail Matrix

This detail matrix reflects the submission requirements for each type of removal application. The PIC edit checks are arranged to expect data in the section noted for each type of proposed inventory removal application. When in doubt, refer to the instructions for each section, attach explanations, or contact SAC management.

KEY: S—Data is automatically generated by PIC. Y—Data is required in application N—Data is not required in application
P—Data is possibly required, depending on the circumstances. See the detailed instructions for more information.

Form Section	Form Item	Emminent Domain	Demolition	Demolition & Disposition	Disposition	HOPE VI Demolition	De Minimis Demolition	Homeownership	Required or Voluntary Conversion	Casualty Loss	Disposition 24 CFR 94.1 (Subpart F)
Section 1: General Information	All Items	S	S	S	S	S	S	S	S	S	S
Section 2: Long-Term Impact	All Items	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Section 3: PHA Board Resolution, Environmental Review, and Gov't Consultation											
Resolution Number	1	N	Y	Y	Y	N	Y	Y	Y	N	N
Date of Resolution	2	N	Y	Y	Y	N	Y	Y	Y	N	N
Name of Responsible Entity conducting Environmental Review	3	N	Y	Y	Y	N	Y	Y	Y	N	Y
Jurisdictions covered by PHA	4	N	Y	Y	Y	N	N	Y	Y	N	N
Appropriate Government Official Letter of Support	5	N	Y	Y	Y	N	N	N	Y	N	N
Section 4: Description of Existing Development											
	1-9 & 11	S	S	S	S	S	S	S	S	S	S
	10	Y	Y	Y	Y	Y	N	Y	P	N	Y
Section 5: Description of Proposed Action, Method of Sale, Value, and Net Proceeds											
Type of action proposed	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Proposed action by unit type	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Proposed action by building type	3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Acres included	4	Y	N	Y	Y	N	N	Y	Y	N	Y
Site Map	5	P	P	P	P	N	N	P	Y	N	N
Partial Removal Identification	6	P	P	P	P	P	N	Y	Y	P	P
Method of Sale	7	N	N	Y	Y	N	N	Y	P	N	Y
Value	8	P	N	Y	Y	N	N	Y	P	N	N
Appraisal	9	P	N	Y	Y	N	N	P	P	N	N
Calculation of Net Proceeds	10	N	N	Y	Y	N	N	Y	P	N	Y
Use of Net Proceeds	11	N	N	Y	Y	N	N	Y	P	N	Y
Demolition Costs	12(a)	N	Y	Y	N	Y	N	N	P	N	N
Source of Funding for Demolition Costs	12(b)	N	Y	Y	N	N	N	N	P	N	N
Timetable	13	N	Y	Y	Y	Y	N	Y	Y	N	Y
Section 6: Relocation											
Unit Occupancy	1	Y	Y	Y	Y	Y	N	P	Y	N	N
Individuals affected	2	Y	Y	Y	Y	Y	N	P	Y	N	N
Counseling and Advisory Services	3	P	Y	Y	Y	N	N	P	Y	N	N
Relocation Housing	4	P	Y	Y	Y	N	N	P	Y	N	N
Cost of Counseling and Advisory Services	5	P	Y	Y	Y	N	N	P	Y	N	N
Moving Costs	6	P	Y	Y	Y	N	N	P	Y	N	N
Total Relocation Costs	7	P	Y	Y	Y	N	N	P	Y	N	N
Source of Funding for Relocation Costs	8	P	Y	Y	Y	N	N	P	Y	N	N
Section 7: Resident Consultation											
Consultation with residents at Development	1	P	Y	Y	Y	N	N	P	Y	N	N
Consultation with PHA-wide resident organiz.	2	P	Y	Y	Y	N	N	P	P	N	N
Consultation with RAB	3	P	Y	Y	Y	N	N	P	P	N	N
Written Comments	4	N	Y	Y	Y	N	N	P	P	N	N
Section 8: Offer of Sale											
Exercise of Exception?	1	N	N	Y	Y	N	N	N	P	N	N
Specific Exception Exercised	2	N	N	Y	Y	N	N	N	P	N	N
Established Eligible Organizations	3	N	N	Y	Y	N	N	N	P	N	N
Written Notification of Sale	4	N	N	Y	Y	N	N	N	P	N	N
Expression of Interest	5	N	N	Y	Y	N	N	N	P	N	N
Proposal to Purchase	6	N	N	Y	Y	N	N	N	P	N	N
Acceptance/Rejection of Proposal	7	N	N	Y	Y	N	N	N	P	N	N
Section 9: Certification (for specific removal)		Y	Y	Y	Y	N	Y	Y	Y	N	Y

Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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'Dispositions—24 CFR 941(Subpart F)

Pursuant to 24 CFR 970.3(12), dispositions requests by PHAs to allow for a 24 CFR 941 (Subpart F) Mixed Finance Development are not subject to 24 CFR 970. However, these dispositions are still subject to Section 18 of the Act. The SAC will review and approve these requests using a "streamlined" processing method (see the Detailed Matrix for submission requirements). The SAC's review and approval will occur separately from HUD's Mixed-Finance application process and must occur prior to the closing on the Mixed-Finance Development.

A PHA should apply for this kind of disposition ONLY if it has submitted, or is in the process of submitting, an application for a Subpart F Mixed-Finance Development (i.e. Term Sheet, evidentiary material) to HUD's Office of Public Housing Investments (PHI). The SAC's approval of the disposition will be conditioned on HUD's approval of the Mixed-Finance application documents and the SAC will not authorize the PHA to enter into any formal disposition action until such approval.

Section 1: General Information

Item 1: Name of PHA: Generated by PIC from PHA Module. If the full PHA name is not provided, please provide.
Item 2: Date of Application: Generated by PIC and should be the date the application was mailed (post-marked).
Item 3: Address of PHA: Generated by PIC from PHA Module. Provide a mailing address, other than a P.O. Box, for express mail delivery.
 Item

Section 2: Long-Term Impact of Proposed Action

The PHA should acknowledge that HUD considers all requests for inventory removal submitted through this application to be formal requests of the PHA to remove those affected dwelling units from the PHA's inventory and Annual Contributions Contract (ACC). Thus, the PHA should acknowledge that the proposed inventory removal action may result in a direct reduction in operating subsidy and CFP for the PHA. (In some cases, these reductions will be phased in over a period of time and the PHA should consult the applicable HUD Regulations for specific information on reductions of federal funding). The purpose of requiring PHA's to provide an estimate of the possible reduction of federal funding in this Section is to show that the PHA has performed the analysis and is aware that a reduction in federal funds may occur. The PHA should also acknowledge that HUD's approval of an inventory removal action does not guarantee or imply HUD approval of any PHA request for additional federal funding and the PHA must make such application for other funding under the applicable funding application. Accordingly, prior to submitting this application for inventory removal, the PHA's Board and staff should determine that this proposed inventory removal action is in the best interest of the affected residents, the PHA, and the community. The PHA should specifically determine: (1) the actual cost of operating the units proposed for removal; (2) the percentage of the PHA's operating subsidy and CFP that is dependent on the units proposed for removal; (3) that no other solution is feasible (e.g. a new marketing strategy). PHAs applying for Required or Voluntary Conversion may apply for tenant-based assistance in accordance with Housing Choice Voucher assistance program requirements, and HUD may give the PHA a priority for receiving tenant-based assistance to replace the public housing units (depending on processing requirements).

Section 3: PHA Board Resolution, Environmental Review, and Government Consultation

Item 1: The PHA Board Resolution must evidence the Board's support for and approval of this Application and the proposed inventory removal action. For homeownership and conversion, the Resolution should also approve the applicable Homeownership or Conversion Plan. Provide the date of the Resolution, if the PHA numbers its resolutions. The resolution must be signed and dated after all resident and local government consultation has been completed;
Item 2: The PHA Board Resolution should be dated after the date of the last resident meeting and after the date of all Letters of Support from Appropriate Government Officials to show that the PHA Board is aware of all resident and local government comments concerning this proposed inventory removal action.
Item 3: An environmental review is required for all proposed inventory removal actions involving demolition (including the De Minimis exception to demolition), disposition (including dispositions by eminent domain), and conversion. A PHA may submit an application for inventory removal prior to the completion of the required environmental review, but the SAC will not approve the proposed action without evidence that the environmental review has been completed to HUD's satisfaction. The HUD Field Office with jurisdiction over the PHA submitting the application is responsible for approving the completed environmental review. An environmental review will generally be completed by a responsible entity as defined in 24 CFR 58.2, but the HUD Director of Public Housing at the HUD Field Office with jurisdiction over the PHA must then approve the Request for Release of Funds (RROF) and Authority to Use Grant Funds (HUD-7015.16) in order to satisfy this requirement for a completed environmental review. In certain circumstances, HUD may perform the

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environmental review itself under the provisions of 24 CFR 50. If this is the case for this proposed action, check the appropriate box. For proposed eminent domain actions, HUD will do the environmental review under 24 CFR 50.

Item 4: For Section 18 Demolition and Disposition actions, The PHA must provide evidence that the proposed inventory removal action was developed in consultation with all Appropriate Government Officials (AGOs) with jurisdiction where the affected Development(s) is located. If the PHA covers multiple jurisdictions (such as a regional housing authority), the PHA must contact the AGO for each jurisdiction. The AGO is generally the elected Chief Executive Officer (CEO) or other legally designated official of that local government who is primarily responsible for the conduct of that entity's governmental affairs. Examples of AGOs include the elected mayor of a municipality, the elected county executive of a county, or the chairperson of a count commission or board that has no elected county executive. The PHA's narrative description of its consultation process with all AGOs must include the following: (1) the date(s) the PHA consulted the AGOs; (2) a summary of the meetings between the PHA and the AGOs; (3) a summary of the issues raised by the AGOs; and (4) the PHA's responses to the issues raised by the AGOs. If AGOs consistently failed to respond to the PHA's attempt at consultation, the PHA's narrative must describe its attempts at consultation and documentation of those attempts (i.e. letters, requests for meetings, public notices, etc.) should be attached. For proposed Required and Voluntary Conversions, the PHA must provide evidence that it has consulted with AGOs in developing the Conversion Plan. The PHA may satisfy the requirement for consultation with AGOs by obtaining a certification from the AGO(s) that the Conversion Plan is consistent with the applicable Consolidated Plan. The Conversion Plan must specifically address any proposed demolition or disposition. This may be the same certification as is required for the PHA Plan that includes the Conversion Plan, so long as the certification specifically addresses the Conversion Plan.

Item 5: For proposed Section 18 Demolition and Disposition actions, the PHA must obtain a signed and dated letter(s) in support of this inventory removal application from all AGOs. Letters of Support from AGOs should demonstrate that the PHA has consulted with the AGO.

Sections 4-5 must be completed and submitted separately for each Development covered by this Application

Section 4: Description of Development

The PHA must provide a description of the number of buildings (residential and non-residential), units and total acres for the entire Development as it currently exists. This is essential baseline information for the SAC. Although an application may contain multiple Developments, compliance with the applicable HUD Regulations must be determined on a Development-by-Development basis. Subsequent HUD approval and tracking is also performed at the Development level.

For applications entered on-line via PIC, the PHA is only required to enter information at items 8, 10, and 11. All other items will be automatically generated from PIC. However, please make corrections to any of the automatically generated information.

Item 2: Development Number: This number should be the HUD Development Number. All Development Numbers are at least 8 characters long (and may be up to 11 characters for older Developments). Please verify that PIC has generated the correct Development Number. If PIC has not generated the correct Development Number, please make the necessary changes in the appropriate PIC module or attach an explanation to this Application for SAC review.

Item 3: Date of Full Availability (DOFA)

Item 6: Date of construction: applies to those Developments that were acquired by the PHA as part of the development process and reconstructed at the time of development. Therefore, for these acquired developments, the DOFA date is not the true indicator of the age of the Development.

Item 10: Total Acres of Development: Provide the legal description and/or survey for the Development and provide the total number of acres that currently comprise the Development. PIC recognizes an exact acreage number, up to two decimal places (e.g. 1234.56)

Section 5: Description of Proposed Action by Development, Method of Sale, Value, and Net Proceeds

Item 1: Type of Proposed Action: For proposed actions that include both a Demolition and/or Disposition action and a conversion action, a PHA may request HUD approval of both actions by submitting one HUD-52860 application. However, the PHA must complete the application sections (including all attachments and addendums) for both actions. HUD may approve demolition as part of the conversion application, but will not approve a disposition unless it meets all the requirements of Section 18.

Items 2&3: The PHA should identify residential and non-residential buildings and/or land proposed for removal by this proposed action. For on-line applications entered in PIC, the units of the data is automatically taken from the description of the Development inserted in other sections of this application. If the address information for residential buildings was never entered into PIC, please identify the number of buildings.

Item 4: Acres included in proposed removal action: Complete for any action that includes a disposition. PIC recognizes an exact acreage number, up to two decimal places (e.g. 1234.56)

Item 5: A site map is required for all proposed inventory removal actions that involve less than the entire Development (e.g. partial removals, a portion of a campus development, etc.). However, a site map is not required if the partial removal

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is part of a scattered site development. On each required site map, the buildings and/or dwelling units proposed for removal must be clearly identified. Attach a site map for each Development included in this application.

Item 6: In this attachment, for all partial removal requests, the PHA must clearly explain its rationale for selecting the particular units, buildings, or land proposed for removal. For example, in the case of demolition of a section of a Development, the PHA must explain why it is proposing to demolish this section rather than another section. For applications that are not submitted on-line using PIC, this attachment must also include the address list, building number(s), and/or name of each building or other property to be removed. Note that once HUD approves a partial removal as identified in this application, a PHA cannot independently change the units for removal without HUD consent.

Item 7: If the PHA has checked "B" and is proposing a sale at less than Fair Market Value (FMV), it must attach a narrative describing the negotiated sale and provide a justification for why it benefits the PHA and the residents of the affected Development. This narrative must specifically describe the anticipated benefits (e.g. Housing Choice Voucher assistance, Low Rent Public Housing (LRPH), etc.) to the residents of the affected Development, as well as to the individuals on the PHA's waiting list. Note that any HUD-approval of a disposition of PHA property that is both (a) negotiated and (b) at less than FMV will require PHA to include a reversion clause stipulating that the property will revert to the PHA (or the ground lease shall terminate) if the purposes for which HUD approved the disposition are not met for the required term. The SAC encourages PHAs to submit their preferred deed restriction/reverter language as part of this application. However, all proposed language is subject to HUD approval. If the PHA has checked "C" and is proposing a disposition which includes an exchange of property, it must attach a narrative describing each parcel of property (PHA property and property it will receive after exchange takes place) and provide a justification for why the exchange benefits the PHA, the residents of the affected Development, and the individuals on the PHA's waiting list.

Item 9: If the PHA property is being sold at FMV, the estimated sales price must be based on an appraisal by an appraiser licensed or certified in the state in which the PHA property is located. In connection with the appraisal, the PHA should submit the following documentation: (1) the "Executive Summary" of the appraisal; and (2) the appraiser's determination of the "highest and best use" value of the property. If the PHA property is being sold as part of a negotiated deal for less than FMV, a full appraisal is not necessary. However, in lieu of the appraisal, the PHA must submit a Tax Assessor's Opinion as to the value of the property.

Item 10: For disposition, gross proceeds will generally be the sales price/compensation for the PHA property. For homeownership, gross proceeds include all payments made by homebuyers for credit to the purchase price (including, without limitation, earnest money, down payments, payments out of the proceeds of mortgage loans, payments made under a lease-purchase arrangement, and principal and interest payments under purchase-money mortgages), together with any amounts payable upon resale under HUD Regulations, and interest earned on all such receipts.

Item 11: A PHA may realize Net Proceeds from the disposition of PHA property or from homeownership sales.

Net Proceeds--Section 18 disposition or disposition as part of a Required or Voluntary Conversion: For Section 18 dispositions, with HUD approval, PHAs are permitted to use gross proceeds to pay the reasonable costs of the disposition, including costs associated with relocation of displaced residents and remediation costs. Pursuant to Section 18(a)(5)(A) and unless waived by HUD (24 CFR 970.9(b) and 5.110), PHAs must use any remaining net proceeds to retire outstanding debt used to finance the original development. The SAC automatically assumes that PHAs wish to request a waiver to repay outstanding obligations issued to finance the original development and will begin the process of obtaining any necessary waivers from HUD's Assistant Secretary of Public and Indian Housing (PIH) upon receipt of a disposition application from a PHA).

If any net proceeds remain after the disposition costs and debt (if applicable) have been paid, with written HUD-approval, the PHA may use net proceeds for any eligible purpose listed under Section 18(a)(5) of the Act, which provides that proceeds may be used for: (i) the provision of low-income housing or to benefit the residents of the PHA; or (ii) leveraging amounts for securing commercial enterprises, on-site in public housing projects of the PHA, that are appropriate to serve the needs of the residents. The Act defines low-income housing as decent, safe, and sanitary dwellings assisted under the Act. Accordingly, the provision of low-income housing under Section 18(a)(5) of the Act is limited to public housing units under an ACC or housing assisted by the Housing Choice Voucher Program. However, housing that the PHA considers "affordable" and intended for low-income individuals earning 80% or lower of AMI, but that is neither public housing under an ACC nor housing assisted by Housing Choice Vouchers does not qualify as low-income housing under the Act and is therefore not a permitted use of net proceeds.

PHAs anticipating net proceeds from a disposition should include a narrative description of how they intend to use the net proceeds in their disposition applications. The SAC will review the use specified by the PHA and, if it complies with the Act, approve the use. If a PHA is proposing to use net proceeds for the acquisition or development of new ACC units, it should indicate the approximate number of units it plans to develop. If a PHA is proposing to rehabilitate existing ACC-units in its inventory, it should include the Development number(s) of those units, the number of units to be rehabilitated, a budget, and a statement of work. If the PHA is proposing to provide social services or other benefits to its residents, the Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

PHA should include information on the number of families it will service and what services it will provide. If a PHA intends to use net proceeds at a specific Development or to fund the PHA's Central Office Cost Center (COCC), the PHA must do this in accordance with the spending and financial reporting requirements under 24 CFR Part 990.

Once HUD approves a disposition application and the PHA's stated intended use for net proceeds, the PHA cannot change its use of those proceeds without the prior written consent of HUD. PHAs are also advised that pursuant to 24 CFR 970.35, they must report the use of net proceeds to their HUD Field Office by providing a financial statement showing how the funds were expended by item and dollar amount.

Net Proceeds—homeownership: A PHA may use Net Proceeds resulting from homeownership sales in accordance with its PHA Plan so long as those proceeds are used for low-income housing purposes as defined by the Act. Acceptable uses for proceeds include: (1) rehabilitation of existing low-income ACC units; (2) the building and/or acquiring of low-income units (ACC units); or (3) funding its HUD-approved homeownership program.

Item 12 (a) and (b): Indicate the source of funds (e.g. CFP) that the PHA will use to carry out the demolition and provide an estimate of the amount of funds that will be necessary.

Item 13: Complete this general timetable. PHAs are also advised that pursuant to 24 CFR 970.35, they must comply with the following record and reporting requirements: (1) provide HUD (by entering the information in PIC) with the actual completion of each demolition contract within a week of making the final payment to the demolition contractor or expending the last remaining funds if funded by force account and (2) provide HUD (by entering the information in PIC) with the execution of sale or lease contract within a week of execution.

Section 6: Relocation

Item 1(a) and (b): Complete for all proposed inventory removal actions. For removal actions involving the entire development, 1(b) should result in 0 (zero) remaining units. For partial removal actions, at 1(b), identify the number of units that will remain at the Development.

Item 2: Identify the total number of individual residents including children that will be affected by this proposed action.

This information should be current as of the day of the application. If the units proposed for removal are vacant, the PHA must attach a detailed narrative that clearly explains the circumstances that resulted in the units become vacant. The narrative must also provide detailed information concerning the relocation process of the residents from the affected Development, including: (1) when the residents were relocated (e.g. include a month-to-month breakdown, if available, or if not available, provide the date relocation commenced and the date the relocation ended; (2) where the residents were relocated (e.g. other PHA property, private rental market with Housing Choice Vouchers, etc.); (3) the resources the PHA used in accomplishing the relocation; and (4) evidence that the residents have been actually relocated.

Relocation Requirements:

For all Section 18 disposition and/or demolitions except for dispositions to allow for mixed-finance housing developments under 24 CFR 941 Subpart F, the PHA must comply with the relocation requirements set forth at 24 CFR 970.21. The PHA should create and implement a Relocation Plan that includes the following information: (1) the number of individual residents that will be displaced by the proposed action (2) the type of counseling and advisory services, and other housing resources, that the PHA plans to provide to displaced residents (3) the comparable housing—that meets Housing Quality Standards (HQS) and is located in an area that is generally not less desirable than the location of the displaced resident's housing—that will be offered to displaced residents (e.g. other public housing at comparable rents, housing with project-based assistance, Housing Choice Voucher assistance, etc.); (4) an estimate of the costs for counseling and advisory services and resident moving expenses and the expected source for payment of those costs (e.g. operating subsidy, CFP, etc.); (5) a schedule for the relocation of displaced residents on a month-to-month basis. Note that as a general rule, the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 (URA) shall not apply to Section 18 inventory removal actions approved by HUD through this application. However, the URA may apply in certain instances if triggered (e.g. by the use HOME, CDBG, or other funds). For additional guidance on creating a Relocation Plan that complies with Sections 18, 22, 33, and 32 of the Act, see Chapter 8-11 of HUD Handbook 1378 (available at www.hudclips.org).

Item 8: Identify the source(s) of funds (e.g. CFP) that the PHA will use to fund the relocation of residents and the estimated amount of the funds that are needed to accomplish the relocation. Note that a PHA may not use funds that it has applied for under a HUD Notice of Funding Availability (NOFA) if it has not yet been awarded these funds. PHAs should also be advised that pursuant to 24 CFR 970.35, they must provide HUD with the amounts expended for relocation expenses by providing HUD with a financial statement showing this information for each property sold.

Provide attachments as needed. All attachments must reference the Section and line number to which they apply. Previous versions obsolete.

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Section 7: Resident Consultation

Item 1: This Section must be completed for all proposed inventory removal actions except for units demolished though the De Minimis Exception. For Required and Voluntary Conversions, the PHA must provide evidence, that in addition to fulfilling the public participation requirements for the PHA Plan, the PHA: (1) held at least one public meeting with the residents of the affected Development (including the duly elected Resident Council, if any, that covers the affected Development) at which the PHA: (i) explained the requirements of the applicable sections of Act and HUD Regulations governing conversion, especially as they apply to the residents of the affected Development; and (ii) provided draft copies of the Conversion Assessment and Conversion Plan to the residents; and (2) provided a reasonable comment period for residents to respond to the draft Assessment and Plan. Include in this narrative a summary of the resident comments (or if none, specifically state none) received when developing the Conversion Plan, and the PHA's responses to the significant issues raised by the residents' comments (including a description of any actions taken by the PHA as a result of the comments). For Homeownership, the PHA must provide a description of the input of the residents at the affected Development that was obtained during the resident consultation process required by the PHA Plan. If the PHA's PHA Plan does not require information regarding homeownership under 24 CFR 903, the PHA must provide evidence that it has consulted with the Resident Advisory Board(s) regarding its Homeownership Plan and provide the description of any comments it receives.

Items 2-5: These sections must be completed for any proposed demolition and/or disposition actions under Section 18 of the Act. For these actions, in addition to consulting with the residents at the affected Development, the PHA must consult with the Resident Council at the affected Development, the Resident Council representing the interests of the residents under the jurisdiction of the entire PHA, and the Resident Advisory Board (RAB). Although neither the Act nor the HUD Regulations require a specific method of consultation, the PHA must provide evidence that this application was developed in consultation with the residents and the resident groups representing them. The PHA's narratives should indicate that, in its consultations, the PHA informed the residents (and the resident groups) that written comments could be submitted about the proposed action. Note that the requirements for Resident Consultation are broader than the requirements for the Offer of Sale in that the PHA must consult resident groups beyond those at the affected Development.

Section 8: Offer of Sale

(The Offer of Sale requirement is often referred to as the 412 requirement because it was originally established by Section 412 of the Cranston-Gonzalez National Affordable Housing Act of 1990). The Offer of Sale requirement applies to all proposed Section 18 Demolition/Disposition and Disposition actions.

Item 1: The PHA should carefully review the exceptions to determine if any of the exceptions are applicable and must provide sufficient documentation evidencing that it is authorized to claim the exception.

Item 2: If the PHA is not exercising an exception to the Offer to Sale requirement, it must send an initial written notification of the proposed sale of the Development to all "Established Eligible Organizations". Established Eligible Organizations include: (1) Resident Councils at the affected Development; (2) Resident Management Corporations at the affected Development; and (3) outside organizations that have partnered with the Resident Council and are acting on behalf of the residents (as defined at 24 CFR 964). The content of the initial written notification must, at a minimum, include the eight (8) requirements specified at 24 CFR 970.11(d). The PHA should attach a signed and dated copy of each initial notification letter that it sent. Each Established Eligible Organization has up to 30 days to respond to the PHA's initial written notification by submitting an initial expression of interest to purchase the Development (as defined by 24 CFR 970.11(b)) to the PHA.

Item 3: If the PHA has received any written initial expression of interest within 30 days of sending the initial notification of proposed sale, the PHA must provide that the organization submitting that expression of interest with all necessary terms and information to prepare and submit a proposal to purchase the affected Development. The organization then has 60 days from that date that information is provided to them to prepare and submit a proposal to purchase the Development. If the PHA receives a proposal and accepts it, the PHA must submit revisions to this application to reflect the sale arrangement with the organization. If the PHA receives a proposal and rejects it, the organization may appeal the decision to HUD. HUD will not approve or disprove this application until the appeal is resolved or the 30 day appeal period has passed.

Section 9: Certification

The Executive Director, Board Chairperson, or other authorized agent of the PHA, should sign and date this Certification and submit it (as a scanned PDF file) as part of its on-line Application.

PHA Certification of Compliance
Section 18 Demolition/Disposition

County of Alameda

Acting on behalf of the Board of Commissioners of the Housing Authority of the _____ (PHA), as its Chairman, Executive Director, or other authorized PHA official, I approve the submission of this Inventory Removal Application (HUD-52860) dated _____ and known as DDA # _____, hereinafter referred to as the "Application", of which this document is a part, and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of this Application and the implementation thereof:

- 1) All information contained in the Application (including all attachments and Addendums) is true and correct as of the date of this Application;
- 2) The proposed removal action does not violate any remedial civil rights orders or agreements, compliance agreements, final judgments, consent decrees, settlement agreements, or other court orders or agreements to which this PHA is a party;
- 3) The PHA certifies that it will carry out the proposed removal action in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990 and will affirmatively further fair housing in carrying out the proposed removal action;
- 4) If this proposed removal action involves a disposition and the PHA did not claim an exemption to the Offer of Sale requirement, this PHA sent all required initial written notifications (as described at 24 CFR 970.11) of the proposed sale of the Development to all Established Eligible Organization and the PHA certifies that either it did not receive a response from any notified organization within a 30-day time frame or each notified Established Eligible Organization waived its opportunity to purchase the Development or otherwise rejected the Offer of Sale. The PHA further certifies that it maintains documentation of all documents required by 24 CFR 970.11 on file at its primary business office;
- 5) If an appraisal was submitted at Section 5, the PHA verified that the appraiser was licensed/certified in the state in which the PHA property and received a certification from the appraiser that the appraisal was conducted using generally accepted appraisal methods and maintains this written documentation on file at its central office;
- 6) All dwelling units at the affected development are vacant and have been approved by HUD for demolition, OR, if any dwelling units at the affected development are occupied:
 - The PHA created a Relocation Plan in compliance with all applicable federal, state, and local laws (to the extent those requirements apply), including, without limitation, the Act, 24 CFR 970.21, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and its implementing regulations at 49 CFR Part 24, and maintains a written copy of the Relocation Plan on file at the central office;
 - The PHA will notify each family residing in a unit affected by this proposed removal action at least 90 days prior to the displacement date, except in cases of imminent threat to health and safety and such notice;
 - The PHA will provide for all actual and reasonable relocation expenses of each resident displaced by this proposed removal action, including residents requiring reasonable accommodation because of disabilities;
 - The PHA will offer any necessary counseling for residents displaced by this proposed removal action;
 - The PHA will not commence the demolition or complete the disposition of any occupied building until all residents residing in the units affect by this proposed removal action are actually relocated;
 - The PHA will provide each family affected by this proposed removal action with comparable housing that meets Housing Quality Standards (HQS) and that is located in an area that is generally not less desirable than the location of the displaced person's housing. This comparable housing may include: (a) actual relocation into the private rental market with Housing Choice Voucher assistance; (b) actual relocation into housing with project-based assistance; or (c) other PHA properties;
- 7) The PHA described the proposed removal action in its PHA Annual Plan and timetable under 24 CFR Part 903 (except in the case of small or high-performing PHAs eligible for streamlined annual plan treatment), and the description in the PHA Annual Plan is identical to the removal action proposed in this Application and otherwise complies with the Act;
- 8) The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or 24 CFR Part 50;
- 9) All attachments and supporting documentation referenced in the Application have been and will continue to be available at all times in the PHA's primary business office;
- 10) The PHA will comply with all reporting and recordkeeping requirements of HUD (including the requirements set forth at 24 CFR 970.35) and shall make all required reports to the applicable HUD Field Office. The PHA acknowledges that reporting

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- and recordkeeping requirements are ongoing and certifies that it will comply with all applicable reporting requirements after it receives any approvals to this action from the SAC;
- 11) The PHA certifies that the proposed removal action complies with all applicable Federal statutory and regulatory requirements;
 - 12) The PHA will not take any action to commence the proposed removal action, including without limitation the expenditure of HUD funds, until it receives written approval of this proposed action from HUD.
 - 13) The PHA certifies that the reason(s) for this proposed removal action is as described in Exhibit A, attached to and made a part of this Certification.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Christine Gouig	Title Executive Director
Signature	Date

Provide attachments as needed.
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they apply. Previous versions obsolete.

<p align="center"><u>EXHIBIT A: Reason for Removal</u></p> <p align="center"><u>PHA Certification of Compliance</u></p> <p align="center"><u>Section 18 Demolition/Disposition</u></p>	
<p>The PHA Certifies that its reason for applying to demolish and/or dispose of the Development and/or PHA Property (or a part thereof) is as indicated below. Check all applicable boxes.</p>	
<p align="center"><u>Demolition:</u></p> <p>The demolition of the Development (or portion of the Development) is in the best interest of the residents and this PHA because:</p> <p align="center"><u>Must be Checked for Full or Partial Demolition</u></p> <p><u>Obsolescence—24 CFR 970.15(a)(1):</u> The Development (or affected portion of the Development) is obsolete as to physical condition, location or other factors (as defined by 24 CFR 970.15), making it unsuitable for housing purposes <u>and</u> no reasonable program of modification or rehabilitation of the Development is cost-effective to return the Development (or portion of the Development proposed for demolition) to its useful life;</p> <p><i>*Attach a narrative or documentation (e.g. architect's report, feasibility study, etc.) to justify obsolescence and attach a completed Total Development Cost (TDC) Calculation" (HUD-52860-B and reference them as Section 18 Certification)</i></p> <p align="center"><u>Must be Checked for Partial Demolition Only</u></p> <p><u>Viability—24 CFR 970.15(a)(2) and 24 CFR 970.15(c):</u> the partial demolition will help to ensure the viability of the remaining portion of the Development by reducing the density of the Development to permit better access to emergency or rescue services, or by improving marketability of the Development by reducing the density of the Development to that of the neighborhood in which the Development is located or to other developments in the PHA's inventory;</p> <p><i>*Attach a narrative or documentation to justify how density reduction will result from the partial demolition and reference it as Section 18 Certification.</i></p>	
<p align="center"><u>Disposition:</u></p> <p>The retention of the Development (or a portion thereof) and/or the PHA property is not in the best interests of the residents or the PHA because:</p> <p><u>Change in Neighborhood—24 CFR 970.17(a):</u> Conditions in the area surrounding the Development (density, or industrial or commercial development) adversely affect the health or safety of the residents or the feasible operation of the Development by the PHA;</p> <p><u>Replacement Housing—24 CFR 970.17(b):</u> The disposition allows the acquisition, development, or rehabilitation of other properties or developments that will be more efficiently or effectively operated as low-income housing developments;</p> <p><u>Other—24 CFR 970.17(c):</u> The PHA has otherwise determined that the disposition is appropriate for reasons that are consistent with its goals of the PHA and its PHA Plan and that are otherwise consistent with the Act;</p> <p><u>Vacant Land and Non-dwelling Facilities (Excess)—24 CFR 970.17(d)(1)</u> The disposition of vacant land or non-dwelling structures exceed the needs of the Development (after Date of Full Availability--DOFA)</p> <p><u>Vacant Land and Non-dwelling Facilities (Incidental)—24 CFR 970.17(d)(2):</u> The disposition of vacant land or non-dwelling structures is incidental to, or does not interfere with, the continued operation of the remaining portion of the Development;</p> <p><i>*Attach a narrative or documentation to justify the PHA's specific reason for disposition checked above and reference it as Section 18 Certification.</i></p>	

Instructions for completing EXHIBIT A of the PHA Certification of Compliance

Provide attachments as needed.
All attachments must reference the
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they apply. Previous versions obsolete.

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Section 18 Demolition/Disposition

Demolition: All applications for demolition (all or a portion of a development) must meet the obsolescence test. In addition, applications to demolish a portion of a development must also meet the Partial Demolition test. PHAs should attach a narrative and/or documentation to evidence that they have met the applicable tests.

Obsolescence: HUD will approve an application for demolition (full or partial) only if the PHA certifies that the Development (or portion of the Development) is "obsolescent" as defined by 24 CFR 970.15. HUD considers the following to be major problems indicative of obsolescence: (i) as to physical condition: structural deficiencies that cannot be corrected in a cost-effective manner (settlement of earth below the building caused by inadequate structural fills, faulty structural design, or settlement of floors), or other design or site problems (severe erosion or flooding); (ii) as to location: physical deterioration of the neighborhood; change from residential to industrial or commercial development; or environmental conditions as determined by HUD environmental review in accord with 24 CFR part 50, which jeopardize the suitability of the site or a portion of the site and its housing structures for residential use; or (iii) other factors that have seriously affected the marketability, usefulness, or management of the property. Note that the PHAs must justify obsolescence by not only certifying under this section (and including the required attachment), but also by completing and submitting the HUD-52860-B to prove to HUD that repair costs are prohibitive and rehabilitation is not reasonable.

Partial Demolition: In addition to meeting the obsolescence criteria above for the affected portion of the Development, the PHA must demonstrate that the partial demolition will help to ensure the viability of the remaining portion of the Development. A comparison to the neighborhood, or the rest of the PHA's housing stock could be one way of showing the Development is too dense.

Disposition: Select a justification for Disposition and then attach a narrative and/or documentation to evidence the justification.

Replacement Housing: A PHA should select the "Replacement Housing" reason for disposition only if it can provide evidence to HUD that the disposition will provide for more efficient or effective low-income replacement housing. For instance, this reason could be used if a PHA owns property that has highly appreciated in value and the PHA can show that by selling the property, it could develop or acquire twice the number of units for low-income residents at a location that is as good or better for residents than the original location. Also, if a PHA selects "Replacement Housing", pursuant to 24 CFR 970.19(f), the PHA must demonstrate to the satisfaction of HUD that the replacement units are being provided "in connection" with the disposition of property. This usually requires that the PHA receive Fair Market Value (FMV) for the disposition of the property and use all of net proceeds from that disposition to provide the replacement units, including relocation assistance to residents of occupied units that will be lost to the public housing inventory. The PHA may also use other sources of funding to provide for the replacement housing. The replacement housing does not need to be public housing units or under the ACC, but they must serve low-income families (those with incomes at 80% or less of Area Median Income (AMI)).

Other: A PHA may select the "Other" reason for disposition for any reason not specifically provided in 24 CFR 970.17 so long as it can provide evidence to HUD that the disposition is consistent with the goals of the PHA, the PHA Plan and Section 18 of the Act. A PHA should not submit an application for disposition under "Other" unless it has discussed the proposed disposition in its PHA Plan. Some of the reasons for which a PHA may select "Other" include: (1) a PHA seeks to dispose of the property in order to use all available resources to redevelop a housing development (that serves low-income residents) on the property by leveraging tax credits, bonds, or grants (e.g. Mixed Finance); (2) the PHA can demonstrate the rents and subsidy do not cover the operating expenses at the development, or there is no longer a need for housing in the area (however, if the PHA wants to compare long-term operating costs to Tenant-Based Housing Choice assistance, it must apply under the Voluntary Conversion Rule found in 24 CFR 972); (3) the PHA has an HUD-approved Moving to Work (MTW) Homeownership Plan and the disposition is pursuant to that Plan; (4) a PHA seeks to dispose of a development that is obsolete as to physical condition, location or other factors (as defined by 24 CFR 970.15), making it unsuitable for housing purposes and no reasonable program of modification or rehabilitation of the Development is cost-effective to return the development (or portion of the development proposed for demolition) to its useful life. If a PHA is seeking the disposition due to the obsolescence of the development, it should attach the "Total Development Cost (TDC) Calculation" (HUD-52860-B) as part of its evidence to prove to HUD that repair costs are prohibitive and rehabilitation is not reasonable.

Housing Authority of the County of Alameda CA (HACA) Form HUD-52860 Inventory Removal Application Narrative

Date of Application: _____

Section 3, Line 3 Environmental Review: To be separately submitted by August 31, 2016.

Section 3, Line 4 Governmental Coordination: HACA obtained the necessary letter of support signed by Barbara Halliday, Mayor, City of Hayward CA. Mayor Halliday is the sole Appropriate Governmental Official.

Section 3, Line 5 Letter of Support from Appropriate Governmental Officials: Mayor Halliday's June 14, 2016 letter of support is attached.

Section 5, Line 5 Site Map: Attached.

Section 5, Line 6 Description of the Property: The property consists exclusively of a lot at 29800 Mission Boulevard, Hayward CA, on which are HACA's Maintenance Facility, a vacant office building that, decades ago, was HACA's Administrative Office and a paved parking area.

The last of HACA's Public Housing units (72 units) were recently disposed of to HACA's non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH), through HUD's Rental Assistance Demonstration Program (RAD). HACA's other Public Housing units were disposed of earlier under Section 18 of the 1937 Act and 24 CFR part 970. As a result, HACA no longer owns or operates any Public Housing. Consequently, retention of the lot and its improvements (the two buildings and associated parking) in the Public Housing Program is not in the best interests of residents or HACA.

HACA proposes to sell the lot and its improvements to PACH for \$1. Disposition to PACH is anticipated to be completed by no later than 12/31/16. Subsequent to disposition, HACA will continue to use one building as its maintenance facility and will attempt to rent the office building.

Section 5, Line 7 Justification for Disposition at Less Than Fair Market

Value: The Maintenance Facility will continue to be used by PACH to support the 230 former Public Housing dwelling units converted to long-term Project-Based Voucher Units (158 units) and RAD units. Rental proceeds from the rental of the office building will, likewise, be used for the operation and long-term preservation of the units. Tenants of both programs will directly and materially benefit.

Section 5, Line 8 Value: The appraisal is attached.

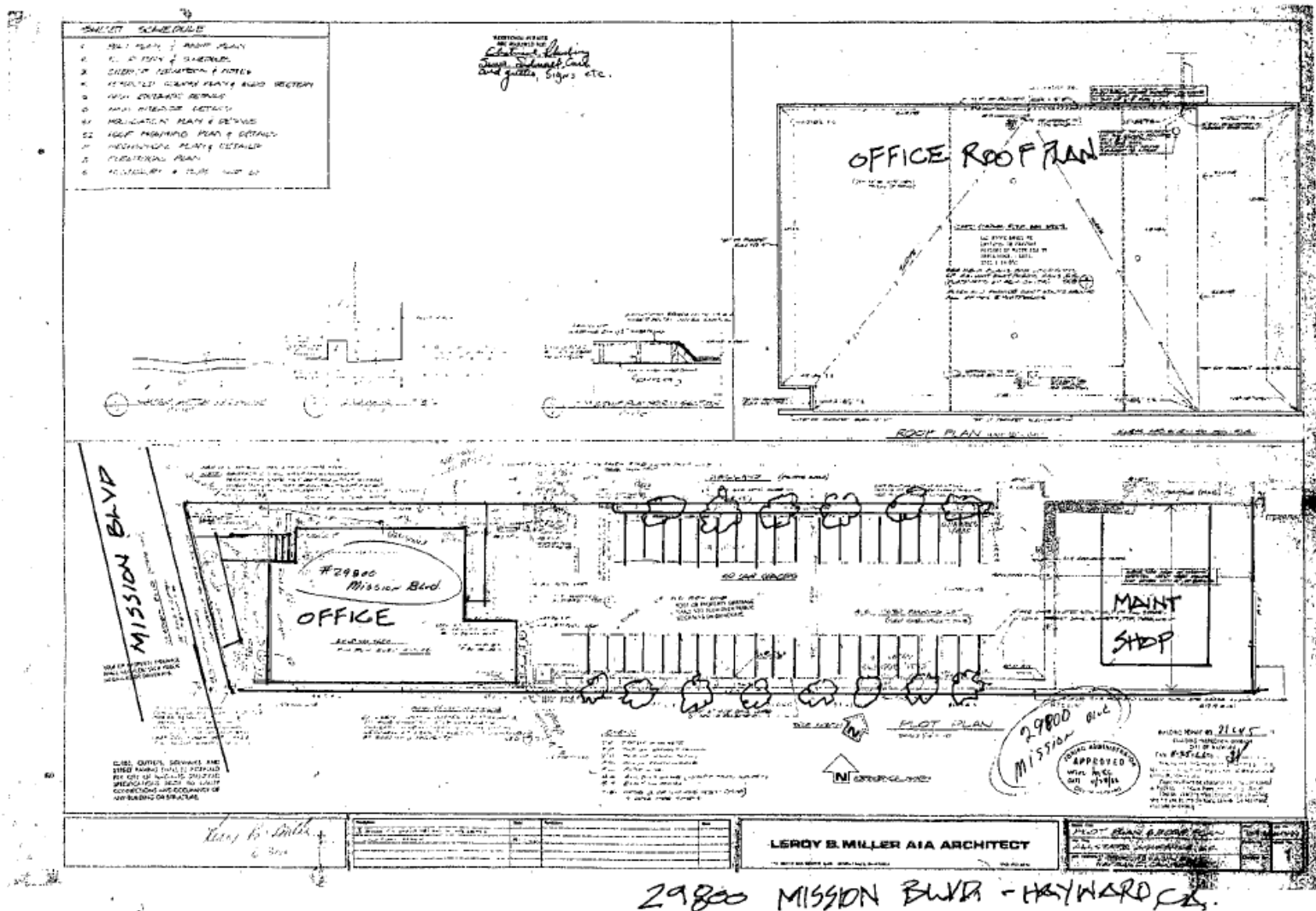
Section 5, Line 10 Net Proceeds: No costs or fees will be paid out of gross proceeds.

Section 5, Line 11 Use of Net Proceeds: Net proceeds are insignificant.

Section 7, Line 1 Resident Consultation: On June 29, 2014, HACA consulted with the Resident Advisory Board (RAB) regarding the proposed disposition. The RAB received the information about the proposed disposition and did not challenge it or any component of it.

Section 7, Line 4 Resident Advisory Board (RAB): Same as Section 7, Line 1.

Section 8, Line 2 Non-Dwelling Property: The property consists exclusively of a lot at 29800 Mission Boulevard, Hayward CA, on which are HACA's Maintenance Facility, a vacant office building that, decades ago, was HACA's Administrative Office and a paved parking area.





June 14, 2016

Office of Public Housing
U.S. Department of Housing and Urban Development
Darryl McGee, Acting Director
Special Applications Center
77 West Jackson Boulevard, Room 2401
Chicago, IL 60604-6413

Subject: Letter of Support for the Application of the Housing Authority of the County of Alameda (HACA) to remove from inventory two non-dwelling structures (Maintenance Building and Office Building) on one lot (.82 acres) remaining from the disposition of all HACA public housing dwelling units

Mr. McGee:

This is a letter of support, in accordance with 24 CFR 941 (Subpart F), for the Inventory Removal Application submitted by the Housing Authority of the County of Alameda (HACA) for two non-dwelling structures located in the City of Hayward, California.

The two structures are a small office building and HACA's maintenance shop, located at 29800 Mission Blvd. HACA plans to remove these from the public housing program and transfer their ownership to its non-profit instrumentality, Preserving Alameda County Housing, Inc. The City of Hayward supports the disposition plan for the structures, which remain from the disposition of all HACA public housing units, and urges HUD to give HACA's Disposition Application its most favorable consideration.

Sincerely,


Barbara Halliday
Mayor

Cc: Fran David, City Manager
Michael Lawson, City Attorney
Christine Gouig, HACA

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